



**DEPARTMENT OF AGRICULTURE
PHILIPPINE COCONUT AUTHORITY
REGION IV-A (CALABARZON)**

Brgy. Isabang, Lucena City
Telephone Number: (042) 795-5472
<http://www.pca.da.gov.ph> / Email address: regioniv@pca.gov.ph

REQUEST FOR QUOTATION / PROPOSAL (RFQ/RFP)

**SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES FOR PCA - IVA REGIONAL OFFICE, PROVINCIAL OFFICES AND CHP
NURSERY SITES AND FARMS**

Name of Company

Complete Company Address

Date: December 12, 2024
RFQ/RFP No.: 24-12-0005
PR No.: 24-12-0005
PHILGEPS Ref. No.: _____

To whom it may concern:

Please quote your lowest price/s on the lot or item/s below, subject to General Conditions indicated herein, stating the shortest time of delivery and submit your quotation duly signed by your official representative not later than **December 17, 2024 at 8:00 AM** to the address listed above.

Very truly yours,

SGD NERISSA P. MENDEZ
Acting Administrative Officer V

CANVASSERS'S CERTIFICATION

This is to certify that I have full knowledge, authority and responsibility in distributing and/or collecting the Request for Quotation in accordance to the guidelines in securing prices for the Philippine Coconut Authority.

SGD MAY A. NAPEÑAS
Regional Canvasser

PLEASE QUOTE: **PER ITEM**

SUPPLIER/CONTRACTOR/CONSULTANT'S
PROPOSAL BOX

| No | ITEM DESCRIPTION | QTY. | UNIT | APPROVED BUDGET OF CONTRACT (ABC) | FINANCIAL PROPOSAL (Indicate the Price Offer) | | TECHNICAL PROPOSAL (Indicate Brand/Model Offer) |
|----------|--|--------------|--------|--|--|-------------|---|
| | | | | | Unit Price | Total Price | |
| 1 | SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES FOR PCA IV-A | | | | | | |
| | Ballpen, Ordinary (black) | 800 | piece | 6,400.00 | | | |
| | BATTERY, dry cell, size AA, Two (2) pieces per blister pack | 100 | pack | 5,000.00 | | | |
| | INK CARTRIDGE, CANON CL-811, Colored | 10 | cart | 13,000.00 | | | |
| | INK CARTRIDGE, CANON PG-810, Black | 20 | cart | 22,000.00 | | | |
| | Ink, Epson 003 (Black) | 10 | piece | 4,000.00 | | | |
| | Ink, Epson 003 (Cyan) | 5 | piece | 2,000.00 | | | |
| | Ink, Epson 003 (Magenta) | 5 | piece | 2,000.00 | | | |
| | Ink, Epson 003 (yellow) | 5 | piece | 2,000.00 | | | |
| | Marker, permanent (black) | 1200 | piece | 42,000.00 | | | |
| | SIGN PEN, Black, Gel (1.0mm) Expert Gel Broad | 100 | piece | 7,850.00 | | | |
| | White Folder (Legal, 14pt) 50pcs/bundle | 10 | bundle | 4,000.00 | | | |
| | Led Bulb (15w) | 25 | piece | 3,750.00 | | | |
| | ----- Nothing follows ----- | | | | | | |
| | | TOTAL | | 114,000.00 | | | |



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GENERAL CONDITIONS

Bidder must comply with the following requirements:

1. All entries must be typewritten and legible;
2. Accomplished Request for Quotation/Proposal;
3. Certificate of PHILGEPS Registration;
4. Updated Mayor's/Business Permit;
5. Latest Income and Business Tax Return (for ABC above 500k);
6. Omnibus Sworn Statement (for ABC above 50k). Please see attached format.
7. **The accomplished RFQ/RFP including other documentary requirements shall be submitted in a sealed envelope with proper label, as follows:**

Company Name:

Company Address:

Name & Signature of Owner/Authorized Representative

RFQ No."

Project Name: Supply and Delivery of _____

8. **Delivery/Service period must be at least within two (2) calendar day/s upon receipt of the Purchase Order.**
9. Item/s delivered must have warranties for unit replacements, parts, labor or other services;
10. Price validity shall be for a period of three (3) months;
11. Quoted prices must be inclusive of taxes, and other charges or fees and shall not exceed the Approved Budget for the Contract (ABC);
12. Transaction with PCA shall mean compliance by the winning bidder with the bid and delivery requirements before the issuance of check payment;
13. Failure to comply with these conditions shall mean disqualification of your bid proposal.

SUPPLIER/CONTRACTOR/CONSULTANTS CERTIFICATION

Date: _____

*After having carefully read and accepted
Your General Conditions, I/We quote you on the item/s at
price/s noted above for immediate delivery and
shipment/service which can be made within two (2) calendar
day/s from receipt of Purchase/Job Order.*

**Print Name & Signature of Owner/
Authorized Representative**

Company Tel./Fax/Mobile No.

Company Tax Identification No. (TIN)