



REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF AGRICULTURE**  
**PHILIPPINE COCONUT AUTHORITY**  
**REGIONS I, II, III & CAR**

2/F Guest House Bldg., PCA Compound, Elliptical Road, Diliman, Quezon City 1101  
Telefax No.: (02) 8927-5227 Tel. No. (02) 8924-4761  
regionivb@pca.gov.ph

## **REQUEST FOR QUOTATION**

Date: April 19, 2022  
RFQ No.: 2022-04-07

The Philippine Coconut Authority Regions I-III & CAR through its Regional Bids and Awards Committee (RBAC), intends to procure **Computer set-up** with a total Approved Budget for the Contract amounting to **Fifty Three Thousand Seven Hundred Pesos Only (Php 53,700.00)**, in accordance with **Section 52.1 (b)** of the 2016 revised Implementing Rules and Regulations of the Republic Act No. 9184.

Please submit your quotations/proposals duly signed by you or your duly authorized representative for the item described herein, subject to the Terms and Conditions and Technical Specifications attached in this Request for Quotation (RFQ). The procurement period covers from **April 20-25, 2022**.

A copy of your **Mayor/Business Permit and PhilGEPS Registration Certificate** are also required along with your quotation/proposal. Quotation with the aforesaid documentary requirements shall be submitted in a sealed envelope either manually or through mailing at the address indicated below **not later than April 25, 2022, 5:00 PM**.

For any clarification, please feel free to contact Mr. Gil V. Santos at tel. nos. 8924-4761 or email at 4b.regionalbac@gmail.com.

  
**Maria Lynn A. Mondejar**

Chairman, Regional Procuring Committee

Philippine Coconut Authority  
Regions I, II, III & CAR  
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Email Address: 4b.regionalbac@gmail.com

*"A food-secure Philippines with prosperous farmers and fisherfolk"*



## QUOTATION/ PROPOSAL

Date: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Address: \_\_\_\_\_

Nature of Business: \_\_\_\_\_

Business Permit No.: \_\_\_\_\_

Tax Identification No.: \_\_\_\_\_

PhilGEPS Registration Number: \_\_\_\_\_

**Quotation/ Proposal** (please indicate the kind of goods with the total bid amount and any other related offer):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Attachments:*

*Mayor/Business Permit*

*PhilGEPS Registration Certificate*

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Office Telephone/Fax No.

\_\_\_\_\_  
Mobile No.

\_\_\_\_\_  
Email Address

## **INSTRUCTIONS**

1. Accomplish this RFQ correctly and accurately.
2. Do not alter the contents of this form in any way.
3. All Technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
4. Failure to follow instructions will disqualify your entire quotation.

## **Technical Specifications**

| <b>Unit</b> | <b>Item Description</b>                   | <b>Quantity</b> | <b>Statement of Compliance</b><br>(please indicate<br>"comply" or "not<br>comply") |
|-------------|-------------------------------------------|-----------------|------------------------------------------------------------------------------------|
| unit        | WI-FI DUPLEX ALL-IN-ONE PRINTER           | 2               |                                                                                    |
| unit        | COMPUTER MONITOR 24"                      | 2               |                                                                                    |
| unit        | OPTICAL USB WIRED MOUSE                   | 2               |                                                                                    |
| unit        | USB WIRED DESKTOP KEYBOARD                | 2               |                                                                                    |
| set         | SPEAKER PORTABLE USB 3.5 mm<br>MULTIMEDIA | 2               |                                                                                    |

\_\_\_\_\_  
Signature over Printed Name



## **General Terms and Conditions**

1. Bidders shall provide correct and accurate information required in the forms.
2. Price quotations must be valid for a period of thirty (30) calendar days from the date of submission.
3. Price quotation/s to be dominated in the Philippine peso shall include all taxes, duties and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the lowest quotation which complies with the technical specifications, schedule of requirements and terms and conditions stated herein.
6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initiated by you or your duly authorized representative.
7. The PCA Regions I-III RBAC shall have the right to inspect the goods to confirm their conformity to the technical specifications once delivered.
8. All items should be delivered in thirty (30) calendar days after signing of Purchase Order.
9. Liquidated damages equivalent to one tenth of one percent (0.001%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The PCA Regions I-III & CAR may rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

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Signature over Printed Name