



Republic of the Philippines  
**PHILIPPINE COCONUT AUTHORITY REGION XIII**  
Regional Office, 2F South Boulevard Square., South Montilla Blvd., Butuan City

**REQUEST FOR QUOTATION**

Date: December 15, 2022

Quotation No.: RO-2022-12-0146

\_\_\_\_\_  
Registered Name of Supplier as written in Official Receipt  
\_\_\_\_\_  
Business Address of Supplier  
\_\_\_\_\_  
Tax Identification Number (TIN); indicate whether VAT or Non-VAT  
\_\_\_\_\_  
PhilGEPS Registration Number (required)

**Philippine Coconut Authority Region XIII through its Bids and Awards Committee (BAC), intends to procure the Two (2) days Planning and Workshop, Implementation on the Hybridization CFIDP CY 2023 in accordance with Sec. 53.9 (Negotiated Procurement - Small Value Procurement) of the Revised IRR of R.A. No. 9184.**

Please quote your **best offer** for the item/s described below, subject to the Terms and Conditions provided at the last page of this RFQ. Submit your quotation duly signed by you or your duly authorized representative **not later than December 20, 2022 at 5:00 PM**. A copy of your **latest Mayor's/Business Permit** and **PhilGEPS Registration** may be required to be submitted along with your quotation/proposal.

Open quotations may be submitted manually at the address indicated above or through facsimile at (085)341-4372 or email at [regionxiii@pca.gov.ph](mailto:regionxiii@pca.gov.ph).

  
**ERNALYN E. COLON**

Canvasser

  
**MANOLITO L. CASAPAO**

BAC Chairperson

After having carefully read and accepted the Terms and Conditions, I/We submit our quotation/s for the item/s as follows:

**TECHNICAL SPECIFICATIONS**

1. Please quote your **best offer** for the item/s below. Please do not leave any items blank. Indicate "0" if item being offered is for free.
2. Bidders must state "Comply" or any equivalent term in the column "Bidder's Statement of Compliance" against each of the individual parameters of each Specification.

Item	Description	Total Quantity	Bidder's Statement of Compliance	Unit Price
pax	<b>Two (2) days Planning and Workshop on the Implementation on the Hybridization of CFIDP CY 2023 December 22, 2022</b> * One (1) AM Snacks for 85pax * One (1) Pack Lunch for 85pax * One (1) PM Snacks for 85pax * One (1) Dinner for 85pax * Accommodation for 85 pax <b>December 23, 2022</b> * One (1) AM Snacks for 85pax * One (1) Pack Lunch for 85pax * One (1) PM Snacks for 85pax * One (1) Dinner for 85pax * Accommodation for 85 pax <b>Main Course consist of:</b> At Least 1 viand of meat (no pork) At least 1 other Halal viand or 1 variant of fish *Side dish consist of Choice of soup, salad, vegetables or noodles, unlimited rice *Dessert *Drinks composed of the following: >At least 1 round of juice or soft drink for every meal and every snack v. Snacks ( Choice of native delicacies, sandwich or slice of cake with 1 round of juice or soft drink	85		

**SCHEDULE OF REQUIREMENTS**

The delivery schedule expressed as weeks/months stipulates hereafter the delivery date to the project site.

Item	Description	Total Quantity	Delivery
pax	Two (2) days Planning and Workshop on the Implementation on the Hybridization of CFIDP CY 2023	85	As specified in the description of this PO

**FINANCIAL OFFER**

Item	Quantity	Approved Budget for the Contract	Your Total Offered Quotation
pax	85	₱306,000.00	

**TERMS AND CONDITIONS**

1. ALL ENTRIES MUST BE HAND WRITTEN/TYPEWRITTEN;
2. SUPPLIERS SHALL PROVIDE CORRECT AND ACCURATE INFORMATION REQUIRED IN THIS FORM;
3. ANY INTERLINEATIONS, ERASURES OR OVERWRITING SHALL BE VALID ONLY IF THEY ARE SIGNED OR INITIALED BY THE SUPPLIER OR THE SUPPLIER'S AUTHORIZED REPRESENTATIVE;
4. PRICE QUOTATION(S) SHALL BE DENOMINATED IN PHILIPPINE PESO AND SHALL BE INCLUSIVE OF TAXES;
5. QUOTATIONS EXCEEDING THE ABC SHALL BE REJECTED INSTANTANEOUSLY;
6. PRICE VALIDITY SHALL BE FOR A PERIOD OF THIRTY (30) CALENDAR DAYS FROM DATE OF SUBMISSION;
7. SUPPLIER SHALL SUBMIT THE FOLLOWING DOCUMENTS PRIOR TO AWARD OR UPON REQUEST:
  - a. BUSINESS PERMIT/BIR REGISTRATION
  - b. LATEST INCOME/BUSINESS TAX RETURN
  - c. PHILGEPS REGISTRATION CERTIFICATE
  - d. NOTARIZED OMNIBUS SWORN STATEMENT
8. PURCHASE ORDER/CONTRACT SHALL BE AWARDED TO THE LOWEST QUOTATION (FOR GOODS AND INFRASTRUCTURE) OR, THE HIGHEST RATED OFFER (FOR CONSULTING SERVICES) WHICH COMPLIES WITH THE MINIMUM TECHNICAL SPECIFICATIONS AND OTHER TERMS AND CONDITIONS STATED HEREIN;
9. IN CASE OF TWO OR MORE BIDDERS ARE DETERMINED TO HAVE SUBMITTED THE LOWEST CALCULATED QUOTATION/LOWEST CALCULATED AND RESPONSIVE QUOTATION, PCA SHALL ADOPT AND EMPLOY "DRAW LOTS" AS THE TIE-BREAKING METHOD TO FINALLY DETERMINE THE SINGLE WINNING PROVIDER IN ACCORDANCE WITH GPPB CIRCULAR 06-2005;
10. PCA SHALL HAVE THE RIGHT TO INSPECT AND/OR TEST THE GOODS TO CONFIRM THEIR CONFORMITY TO THE TECHNICAL SPECIFICATIONS;
11. WARRANTY SHALL BE FOR A PERIOD OF THREE (3) MONTHS FOR SUPPLIES AND MATERIALS, AND ONE (1) YEAR FOR EQUIPMENT, FROM DATE OF ACCEPTANCE BY THIS OFFICE;
12. PAYMENT SHALL BE MADE THROUGH MDS CHECK AFTER DELIVERY AND UPON SUBMISSION OF THE REQUIRED SUPPORTING DOCUMENTS (SALES INVOICE OR BILLING STATEMENT) BY THE SUPPLIER. **TERMS OF PAYMENT IS WITHIN THIRTY (30) CALENDAR DAYS FROM THE DATE OF ACCEPTANCE; AND**
13. LIQUIDATED DAMAGES EQUIVALENT TO ONE TENTH OF ONE PERCENT OF THE VALUE OF THE GOODS NOT DELIVERED WITHIN THE PRESCRIBED DELIVERY PERIOD SHALL BE IMPOSED PER DAY OF DELAY.

\_\_\_\_\_  
Signature over Printed Name of Supplier or  
Supplier's Representative

\_\_\_\_\_  
Telephone/Mobile No.

\_\_\_\_\_  
Date