



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: May 8, 2023
RFQ No.: 2023-05-30

The Philippine Coconut Authority Regions I-III & CAR through its Regional Bids and Awards Committee (RBAC), intends to procure the item stated below under the Sustainable Planting and Replanting of Local Cultivars Project (SPRLCP) for CY 2023, in accordance with **Section 53.9** of the 2016 revised Implementing Rules and Regulations of the Republic Act No. 9184.

| Lot | Item | Quantity of Coconut Seedlings | Total Approved Budget for the Contract (ABC) | Cost of Bidding Docs |
|-----------|--|-------------------------------|--|----------------------|
| Whole Lot | Handling, Hauling and Trucking Services of Coconut Seedlings under the SPRLC CY 2023 | 61,061 pcs. | PhP 671,671.00 | PhP 1,000.00 |

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).

Interested suppliers are also required to submit the following documents:

1. Valid and current Mayor's/Business Permit
2. PhilGEPS Registration Certificate
3. Latest Income/Business Tax Return
4. Omnibus Sworn Statement (*see attachment as per GPPB-prescribed form*)

PCA Contract Condition:

1. Performance Security: To guarantee the faithful performance by the winning bidder of its obligation under the contract with the Bidding Documents, it shall post a performance security prior to the signing of the contract.

The performance security shall be in an amount not less than the required percentage of the total contract price in accordance with the following schedule:

| Form of Performance Security | Amount of Performance Security (Not less than the required percentage of the Total Contract Price) |
|--|---|
| a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank. For biddings conducted by LGUs, the cashier's/manager's check may be issued by other banks certified by the BSP as authorized to issue such financial instrument. | Five percent (5%) |

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| | |
|--|----------------------|
| b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, That it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank. For biddings conducted by LGUs, bank draft/guarantee, or irrevocable letter of credit may be issued by other banks certified by the BSP as authorized to issue such financial instrument. (| Five percent (5%) |
| c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security. | Thirty percent (30%) |

2. Delivery Schedule: Sixty (60) calendar days the availability of seednuts/ seedlings from the source which shall commence within seven (7) calendar days after receipt of the Notice to Proceed (NTP).

3. Delivery site as follows:

| ORIGIN | DROP-OFF-POINTS (DOPs) | | | QUANTITY (pc) |
|---|------------------------|---------------|---------------|---------------|
| | Province | Municipality | Barangay DOPs | |
| Aurora Province Coconut Development Authority (APCDC), Dinalungan, Aurora | Ilocos Norte | Dumalneg | Quibel | 14,300 |
| | Cagayan | Sta. Teresita | Aridawen | 7,150 |
| | Cagayan | Sta. Teresita | Dungeg | 7,150 |
| | Cagayan | Gonzaga | Ipil | 7,150 |
| | Cagayan | Gonzaga | Magrafil | 7,150 |
| | Cagayan | Lal-lo | San Mariano | 7,150 |
| | Isabela | Dinapigue | Bucal Norte | 4,576 |
| | Bataan | Pilar | Liyang | 6,435 |
| TOTAL | | | | 61,031 |

A complete set of Bidding Documents may be purchased by interested Bidder on from the address below and upon payment of a non-refundable fee as indicated above, pursuant to the latest guidelines issued by the GPPB. It may also be downloaded free of charge from the website of PCA and PhilGEPS provided that the bidders shall pay the non-refundable price.

The complete schedule of bidding activities are as follows:

Sale and Issuance of Bid Documents
Pre-bid Conference
Submission of Bids/Quotation
Bid/Quotation Opening and Evaluation

May 9 – 17, 2023
 May 17, 2023, 10:00 AM
 May 29, 2023, 1:00 PM
 May 29, 2023, 2:00 PM



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A Pre-Bid Conference will be conducted for this purpose on **May 17, 2023, Wednesday, 10:00AM** at Conference Room, 2nd Floor, Guest house building, PCA Compound, Elliptical Road, Diliman, Quezon City, through video conferencing or webcasting via Zoom Meeting

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 May 29, 2023, 1:00 PM.**

For any clarification, please feel free to contact Ms. Michelle O. Villa, RBAC Secretariat at tel. nos. 8924-4761 or email at 4b.regionalbac@gmail.com.

(SGD.) CHRICEPT T. VILORIA, Ph.D.
Chairperson, RBAC

Philippine Coconut Authority
Regions I, II, III & CAR
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QUOTATION/ PROPOSAL

Date: _____

Name of Business: _____

Address: _____

Nature of Business: _____

Business Permit No.: _____

Tax Identification No.: _____

PhilGEPS Registration Number: _____

Please quote your **best offer** for the item below. Do not leave blank items.

| Lot | Item | Quantity of Coconut Seedlings | Unit Price | Total Price (VAT Inclusive) |
|--------------|--|--|------------|--------------------------------|
| Whole Lot | Handling, Hauling and Trucking Services of Coconut Seedlings under the SPRLC CY 2023 | 61,061 pcs. | PhP _____ | PhP _____ |

AMOUNT IN WORDS: _____

The above-quoted price is inclusive of all costs and applicable taxes.

Attachments:

- Mayor/Business Permit
- PhilGEPS Registration Certificate
- Latest Income/Business Tax Return
- Omnibus Sworn Statement – If unable to have the document notarized, you may submit a signed unnotarized Omnibus Sworn Statement, subject to compliance prior to award of contract.

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

| Unit | Item Description | Quantity of Coconut Seedlings | Statement of Compliance (please indicate "comply" or "not comply") |
|--------------|--|--|--|
| Whole Lot | Handling, Hauling and Trucking Services of Coconut Seedlings under the SPRLC CY 2023 <i>(Please refer to the attached Terms of Reference)</i> | 61,061 pcs. | |

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 sixty (60) 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 (60) calendar days after signing of Contract.
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.

Signature over Printed Name