



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF AGRICULTURE
PHILIPPINE COCONUT AUTHORITY
REGION I, II, III and CAR

2/F Guest House Bldg., PCA Compound, Elliptical Road, Diliman, Quezon City 1101
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REQUEST FOR QUOTATION

Date: July 28, 2023
RFQ No.: 2023-07-49

The Philippine Coconut Authority Regions I-III & CAR through its Regional Bids and Awards Committee (RBAC), intends to procure **Repair of COA's Service Vehicle (SJH 917)** with a total Approved Budget for the Contract amounting to **Sixty-four thousand six hundred seventy pesos (Php 64,670.00)** in accordance with **Section 53.9** 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 **July 31 – August 02, 2023**.

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 August 02, 2023 5:00 PM**. Evaluation of offer/s will be on **August 03, 2023 9:00 AM**.

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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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):

Quantity	Unit	Item Description	Unit Cost	Total Cost
		Parts for replacement:		
1	piece	Clutch Lining		
1	piece	Release Bearing		
1	piece	Pressure Plate		
1	piece	Rear Crankshaft Oil Seal		
1	piece	Front Crankshaft Oil Seal		
4	piece	Nozzle Oil Seal		
1	piece	Valve Cover Gasket Leaking		
1	piece	Rack and pinion assy leaking		
1	piece	Primary Clutch Master Leaking		
1	piece	Secondary Clutch		
1	piece	Pilot Bearing		
4	bottle	Gear Oil		
		Labor:		
		Pulldown transmission (replace clutch lining, release bearing, pressure plate, rear crank shaft oil seal, gear oil)		
		Front crankshaft oil seal leaking, nozzle oil seal 4 pcs leaking, valve cover gasket leaking		
		Rack and pinion assy leaking, primary clutch master leaking, secondary clutch master		
		GRAND TOTAL		

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

Unit	Item Description	Quantity	Statement of Compliance (please indicate "comply" or "not comply")
	Parts for replacement:		
1	Clutch Lining	piece	
1	Release Bearing	piece	
1	Pressure Plate	piece	
1	Rear Crankshaft Oil Seal	piece	
1	Front Crankshaft Oil Seal	piece	
4	Nozzle Oil Seal	piece	
1	Valve Cover Gasket Leaking	piece	
1	Rack and pinion assy leaking	piece	
1	Primary Clutch Master Leaking	piece	
1	Secondary Clutch	piece	
1	Pilot Bearing	piece	
4	Gear Oil	bottle	
	Labor:		
	Pulldown transmission (replace clutch lining, release bearing, pressure plate, rear crank shaft oil seal, gear oil)		
	Front crankshaft oil seal leaking, nozzle oil seal 4 pcs leaking, valve cover gasket leaking		
	Rack and pinion assy leaking, primary clutch master leaking, secondary clutch master		

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.

Signature over Printed Name