



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
Tel. Nos.: (02) 8927-5227 (02) 8924-4761
pcaregion1.4b@gmail.com / regioniv@pca.gov.ph

REQUEST FOR QUOTATION

Date: November 08, 2023

RFQ No.: 2023-11-80

The Philippine Coconut Authority Regions I-III & CAR through its Regional Bids and Awards Committee (RBAC), intends to procure **Various Furniture and Fixtures for the Training Room in Aurora Province Development Center (APCDC)** with a total Approved Budget for the Contract amounting to **Five hundred thirty thousand fifty pesos (Php 530,050.00)**, 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 **November 09-13, 2023**.

A copy of the following is also required along with your quotation/proposal:

- a. Mayor/Business Permit
- b. PhilGEPS Registration Certificate
- c. Omnibus Sworn Statement
- d. Latest Income Tax Return (ITR) - stamped "received" by the BIR or duly accredited and authorized institution

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 November 13, 2023, 2:00 PM**. Evaluation of offer/s will be on **November 13, 2023 2:30 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
2/F Guest House Bldg., PCA Compound,
Elliptical Road, Diliman, Quezon City
Email Address: 4b.regionalbac@gmail.com

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):

Area of Delivery: Aurora Province Development Center (APCDC) - Dinalungan, Aurora				
Quantity	Unit	Item Description	Approved Budget for the Contract (ABC)	Quotation Price (PhP)
30	unit	Foldable Office Table <ul style="list-style-type: none">- 120 x 60 x 75 cm- Shaped table top for various table configuration when combined- Foldable for easy storage	PhP 174,150.00	
30	unit	Conference Chairs 80 kg tilt lock function, Mesh back and seat chrome plated starbase	PhP 120,900.00	
50	unit	Bed made of steel with wooden post (36 x 75)	PhP 175,000.00	
100	piece	Beddings – Fitted bed sheet (36 x 75) <ul style="list-style-type: none">- 2 pillow case each- Blanket	PhP 60,000.00	
		TOTAL	PhP 530,050.00	

Attachments:

Mayor/Business Permit

PhilGEPS Registration Certificate

Omnibus Sworn Statement

Latest Income Tax Return (ITR) - stamped "received" by the BIR or duly accredited and authorized institution

Signature over Printed Name

Office Telephone/ 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”)
unit	Foldable Office Table <ul style="list-style-type: none">- 120 x 60 x 75 cm- Shaped table top for various table configuration when combined Foldable for easy storage	30	
unit	Conference Chairs 80 kg tilt lock function, Mesh back and seat chrome plated starbase	30	
unit	Bed made of steel with wooden post (36 x 75)	50	
piece	Beddings – Fitted bed sheet (36 x 75) <ul style="list-style-type: none">- 2 pillow case each- Blanket	100	

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 on or before November 17, 2023, 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

