



Company _____
Address _____
Tel. No _____
TIN _____
PhilGEPS Reg. No. _____

Sir/Madam:

Please quote your best offer for the item/s listed below, subject to the Terms and Conditions stipulated herein.

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

*Approved Budget for the Contract

DEALER/SUPPLIER: _____
SIGNATURE: _____
DATE: _____

**NEGOTIATED PROCUREMENT – COMMUNITY PARTICIPATION FOR THE SUPPLY, HANDLING,
TRANSPORT AND DELIVERY OF GOOD QUALITY SEEDLINGS FOR PCA – CAMARINES SUR II**

TERMS AND CONDITIONS:

1. Delivery Period: **To be completed on or before November 30, 2022.**
2. Funds shall be transferred to the winning CSO through a separate savings account in not less than four (4) tranches. Advance payment may be released in an amount not exceeding fifteen percent (15%) of the total price. The CSO shall issue the corresponding Official Receipt (OR) for every release.
 - 1st Release = 15% of the total price
 - 2nd Release = 30% of the total price
 - 3rd Release = 30% of the total price
 - 4th Release = 25% of the total price
3. Total price quoted is subject to withholding tax and payable in check.
4. Suppliers (CSGs/CSOs) are required to submit the following:
 - ☐ Valid and current Mayor's Permit;
 - ☐ Valid and current PhilGEPS Registration Number, if available;
 - ☐ Valid and current CSO Accreditation Certificate issued by the Philippine Coconut Authority (PCA) or Department of Agriculture (DA);
 - ☐ Valid and current Certificate of Registration as Seednut/Seedling Supplier issued by the Philippine Coconut Authority to source farm/s, if any;
 - ☐ Valid and current Certificate of Registration from either DTI, SEC, CDA, DOLE, NCIP, other NGAS, or LGUs, whichever is applicable;
 - ☐ Sworn Affidavit (Appendix "1") executed by the CSO head or its authorized representative that:
 - a. none of its incorporators, officers or members is an agent or related by consanguinity or affinity up to the third (3rd) civil degree to the Head of Procuring Entity (HoPE), a member of the BAC, the Technical Working Group (TWG) or the Secretariat, or other official authorized to process and/or approve the proposal, contract, and release of funds;
 - b. none of its incorporators, officers or members has a related business to the Community-based Project being procured at hand; or disclosure of the members if they have related business, if any, to the Community-based Project being procured at hand and the extent or percentage of ownership or interest therein.
 - ☐ Statement of CSO of all its completed contracts similar to the Community-based projects to be bid and/or list indicating the work experiences of their members that reflect the capacity to deliver the Goods at an equal or higher established standards. The End-User's acceptance or official receipt(s) or sales invoice issued for the completed contracts shall be attached to the Statement as proof thereof.
 - ☐ Photocopy or scanned copy of the bank book with complete bank account information; or a proof that it maintains books of accounts such as cash receipts journal, cash disbursement journal, general journal, and general ledger.
 - ☐ For Organized CSG/CSO that has participated in any government Community-based Project for the past two (2) years:
 - a. Latest Income Tax Return (ITR) for the preceding Tax Year or for new establishments, the most recent quarter's ITR or Business Tax Return; and
 - b. Updated Audited Financial Statement (AFS), which should not be earlier than two (2) years from the date of bid submission. The AFS shall be stamped "RECEIVED" by the Bureau of Internal Revenue (BIR) or its accredited and authorized institutions, or electronically received via the AFS e-submission of the BIR with a filing reference number.
 - ☐ Board Resolution indicating the name of authorized signatory for the Projects.
 - ☐ Work Plan indicating therein the proposed delivery schedule.

5. Duly signed and sealed quotations must be submitted to PCA-Region V on or before **July 15, 2022 @ 10:00 AM** and the BAC shall open submitted quotations immediately after the prescribed deadline for submission of RFQs as posted in the PhilGEPS website, if available; in the premises of the PE; in at least three (3) conspicuous places where the Community-based Project shall be implemented; in the PCA website and PCA Bicol FB page.
6. PCA-Region V reserves the right to increase or decrease the quantities and to reject any offer, to waive any defect and to accept such offer as may be considered advantageous to PCA.
7. The PE shall require performance and warranty securities to the winning Organized CSG/CSO in accordance with Sections 39 & 62 of R.A. 9184 and its 2016 Revised IRR.
8. Payment shall be released based on the terms provided in the contract and only upon validation by the End-User unit that the CSG/CSO has delivered or performed the outputs specified in the contract and the same has been inspected and accepted by the PE as satisfactory in accordance with the technical specifications or scope of work, and applicable government budgeting, accounting, and auditing rules.
9. Questions/inquiries may be relayed to Telephone Nos.: (052) 481-0589 / 742-2100 or email address: regionv@pca.gov.ph.

Please affix signature if

COMPLYING:

(Specify lot no./s)

Signature above printed name