



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF AGRICULTURE  
**PHILIPPINE COCONUT AUTHORITY**  
**REGION IV (CALABARZON & MIMAROPA)**  
Brgy. Isabang, Lucena City  
Telephone Number: (042) 795-5472  
<http://www.pca.da.gov.ph> / Email address: [regioniv@pca.gov.ph](mailto:regioniv@pca.gov.ph)

## REQUEST FOR QUOTATION

The Philippine Coconut Authority Region IV through its Regional Bids and Awards Committee (RBAC), intends to procure the following item under the Sustainable Planting and Replanting of Local Cultivars Project (SPRLCP) for CY 2023.

Lot No.	Kind of Planting Materials	Province	Quantity of Coconut Seedlings	Cost per Seedling, PhP	Total Approved Budget for the Contract (ABC), PhP
1	Dwarf Coconut Seedlings (Catigan/ Tacunan Dwarf)	Laguna	14,300	85.00	1,215,500.00
	<i>Nothing follows ...</i>				

Please submit your quotation not exceeding the total ABC duly signed by you or your duly authorized representative for the item described above, subject to the 1) Documentary Requirements; 2) Technical Specifications; 3) Schedule of Requirements; 4) Post-Qualification Requirements; and, 5) Terms and Conditions of the Contract attached in this Request for Quotation (RFQ).

A Pre-Bid Conference will be conducted for this purpose on **March 14, 2023, Tuesday 1:00PM** at PCA Regional Office IV Conference Room, Brgy. Isabang, Lucena City, Quezon, thru hybrid meeting.

Quotation with the aforesaid requirements shall be submitted in a sealed envelope either manually or through mailing at the address indicated below; or a password-protected quotation if electronic submission at [rbac\\_pcaiv@yahoo.com](mailto:rbac_pcaiv@yahoo.com) **not later than March 29, 2023 Wednesday 1:00 PM.**

For any clarification, please feel free to contact Ms. Marilyn R. Clenuar, RBAC Secretariat at tel. nos. (042) 795-5472 / 0965 709 2044 or email at [rbac\\_pcaiv@yahoo.com](mailto:rbac_pcaiv@yahoo.com).

**(SGD.) JUDY DP. PINGCO**  
Chairperson, RBAC

Philippine Coconut Authority Region IV  
Brgy. Isabang, Lucena City, Quezon  
RBAC Email Address: [rbac\\_pcaiv@yahoo.com](mailto:rbac_pcaiv@yahoo.com)

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## **I. Documentary Requirements**

The following legal, technical and financial documents must include in your quotation, as follows:

1. Certificate of registration from the DTI, SEC, CDA, DA, Department of Labor and Employment, NCIP (whichever is applicable); or in the case of Civil Society Organizations, Non-Government Organizations or Peoples' Organizations, a registration certificate from National Government Agencies (NGAs) or Local Government Units (LGUs);
2. A notarized sworn affidavit attached as Appendix "1";
3. Statement of all its completed contracts similar to the Community-based Projects to be procured and/or list indicating the work experiences of their members that reflect the capacity to deliver the Goods using the prescribed format attached as Appendix "2";

Similar contracts shall refer to supply and delivery of coconut seedlings/seednuts; forests trees and other agricultural planting materials or experience of members of the CSG on establishment and management of plant nurseries.

4. 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 that has participated in any government Community-based Project for the past two (2) years:

- a) g. 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 accredited and authorized institutions, or electronically received via the AFS e-submission of the BIR with a filing reference number.





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## II. Technical Specifications

No.	Description	Statement of Compliance (please indicate “comply” or “not comply”)
	<b>Coconut Seedlings</b>	
1	Variety: Catigan or Tacunan dwarf	
2	At least 1-3ft high with fully developed leaves	
3	Healthy, pests and diseases free	
4	Vigorous seedlings	
5	Provided with 10% allowance for every shipment/delivery, free of charge	

\_\_\_\_\_  
Signature over Printed Name

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### III. Schedule of Requirements

The CSG shall supply the total number of coconut seedlings in one hundred fifty (150) calendar days to the different drop-off-points (DOPs) enumerated below.

Region/ Province	No.	Drop-Off-Points (DOPs)	Qty. of Coconut Seedlings	Statement of Compliance (please indicate “comply” or “not comply”)
IV-A				
Laguna			14,300	
		Nothing follows ...		

\_\_\_\_\_  
Signature over Printed Name

### IV. Post-Qualification Requirements

1. The bidder must have enough source of planting materials to supply the total requirement of dwarf coconut seedlings plus 10% allowance to be evaluated by the Technical Working Group (TWG).
2. The bidder must submit a Valid Certificate of Accreditation as Coconut Seednuts/Seedlings Producers from PCA including outsource suppliers, if any.
3. Bidder must also submit to the TWG the duly notarized Affidavit of Commitment/s between the supplier and the outsource, if applicable.

Conformed:

\_\_\_\_\_  
Signature over Printed Name

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## **V. Terms and Conditions of the Contract**

1. Bidders shall provide correct and accurate information required in various forms provided herein.
2. Price quotation/s to be dominated in the Philippine peso shall include all taxes, duties and/or levies payable.
3. Quotations exceeding the Approved Budget for the Contract (ABC) shall be rejected.
4. Award of contract shall be made to the lowest quotation which complies with the 1) Documentary Requirements; 2) Technical Specifications; 3) Schedule of Requirements; 4) Post-Qualification Requirements; and, 5) Terms and Conditions of the Contract stated herein.
5. Any interlineations, erasures or overwriting shall be valid only if they are signed or initiated by you or your duly authorized representative.
6. The PCA shall have the right to inspect the goods to confirm their conformity to the technical specifications once delivered.
7. All items should be delivered in one hundred fifty (150) calendar days after signing of Purchase Order/Contract.
8. All defects and deficiencies in the delivered goods in terms of quality and volume shall be corrected by the SUPPLIER immediately, to commence not later than seven (7) calendar days upon receipt of the Notice of Defects from PCA. The replacement of deficient qualities or quantities shall be delivered to the designated drop-off points with replacement delivery invoice, which shall be duly received by accountable PCA authorized personnel. The replacement period is thirty (30) calendar days after reports of Notice of Defects.
9. The transfer or change of allocation/s from one DOP to another and/ or any change or variation in the scope of services shall not be executed by the SUPPLIER without prior approval and written endorsement of the Regional Manager.
10. 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 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

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## QUOTATION/ PROPOSAL

Date: \_\_\_\_\_

• <b>Name of Community or Social Group (CSG):</b>	
• <b>Office Address:</b>	
• <b>Tax Identification No (TIN):</b>	

**Quotation/ Proposal:** (please indicate the unit price and your total bid amount):

Lot No.	Province	Quantity of Coconut Seedlings	Cost per Seedling, PhP	Total Bid Amount, PhP
1	Laguna	14,300		
	Nothing follows ...			

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Position

\_\_\_\_\_  
Office Telephone (if any)

\_\_\_\_\_  
Mobile No.

\_\_\_\_\_  
Email Address

**Appendix "1"**

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REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

### AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. I am the (Head/ Authorized Representative) of (Name of Community or Social Group);
2. That the incorporators, organizers, officers or members of our organization are the following:

Name	Position

3. Upon consultation and communication with the above-named individuals, I confirm and certify that:
  - a. None of us is an agent of or related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, members of the Bids and Awards Committee, the Technical Working Group, or the BAC Secretariat, or other officials of (Name of Procuring Entity) authorized to process and/ or approve the proposal, contract, and release of funds in favor of the Community or Social Group; and
  - b. *[Include this paragraph if all Organized Community or Social Group officers and members do not have any related business to the Community-based Project being procured]* None of us has any related business to the Community-based Projects being procured at hand.

*[Include this paragraph if any of those identified Organized Community or Social Group officers or members must disclose his/her related business, including the extent or percentage of his/her ownership or interest therein.]*

4. The following officers or members of our Organized Community or Social Group has/have related business to the Community-based Project being procured at hand, including the corresponding extent or percentage of ownership or interest therein:

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Name	Name or Nature of Related Business	Extent or Percentage of Ownership or Interest in the Related Business

5. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (*Estafa*) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

**IN WITNESS WHEREOF**, I have hereunto set my hand this \_\_\_\_ day of \_\_\_\_, 2023  
at \_\_\_\_\_, Philippines.

*[Insert NAME OF COMMUNITY OR SOCIAL  
GROUP REPRESENTATIVE]*

*[Insert signatory's legal capacity]*  
Affiant

***[Jurat]***

*[Format shall be based on the latest Rules on Notarial Practice]*

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## Appendix “2”

### STATEMENT OF COMMUNITY GROUP’S COMPLETED CONTRACTS SIMILAR TO THE COMMUNITY-BASED PROJECT TO BE BID OR LIST INDICATING THE WORK EXPERIENCES OF MEMBERS SIMILAR TO THE COMMUNITY-BASED PROJECT TO BE BID

Name of the Completed Contract	Contract Date	Period/ Duration/ Delivery Date	Amount Involved	Definition or description of the project or major categories of work	Supporting Documentary Proofs (e.g. User acceptance, Official Receipts, sales invoice) Attached as Annex “ _ ”

[Insert NAME OF COMMUNITY OR SOCIAL  
 GROUP REPRESENTATIVE]  
 [Insert signatory’s legal capacity]

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