



Republic of the Philippines
DEPARTMENT OF AGRICULTURE
PHILIPPINE COCONUT AUTHORITY
ZAMBOANGA RESEARCH CENTER
 San Ramon, Zamboanga City, 7000 Philippines P.O BOX 356
 Tel/Fax: (062) 982 0302; Email: zrc@pca.gov.ph
 TIN: 000-724-616

REQUEST FOR QUOTATION

PR No.:

GENTLEMEN:

PCA-ZAMBOANGA RESEARCH CENTER is in the market for the items indicated below. Please quote your lowest prices and terms of payment. Indicate discount if any, the brand, and/or trade mark offered and date of delivery. In the event of award, it is understood that option availability of stock shall be good within thirty (30) days from date of tender.

QTY	UNIT	DESCRIPTION	BRAND	UNIT PRICE	TOTAL AMOUNT
		Job order: To provide labor and materials for the fabrication and installation of the ff:			
2	units	Aluminum glass door 900mmx2100mm			
2	units	Front window glass facing hallway 1/4"x4"x8" plexy galss w/ aluminum frame			
2	units	Rear window at new extension wall size: 1.80x1.2mtr w/ 1panel fixed and 2 sliding window panel			
Delivery Place: PCA-ZRC, San Ramon Zamboanga City					
Dateline of submission and receipt of bids: May 23, 2024 at 8:30am					
Opening of Bids will be on: May 23, 2024 at 1:30PM					
Venue: ODM Conference Rm., PCA-Zamboanga Research Center, San Ramon, Zamboanga City					
Purpose: For DNA/Molecular and Chemistry lab. use.					
Approved Budget for the Contract (ABC): Php 64,440.00					
Delivery Terms: 7 Calendar days					
Payment Terms: Upon full delivery					
			Bidders are requested to submit the following requirements as per RA9184:		
			1. Latest Mayor's/Business Permit		
			2. Latest Income/Business Tax Return		
			3. Tax Clearance Certificate		
			4. PhilGEPS Certificate of Platinum Registration and Membership		
			5. Omnibus Sworn Statement - submit upon award of contract		
			6. Payment of PHP 500.00 is required for the bid document		

Certified correct as to prices quoted and accept conditions stated above:

Name of Firm: _____
Name and Signature of Owner/Representative: _____
Address/Tel No.: _____
Tax Identification Number (TIN): _____
Date of Offer: _____

Very truly yours,

PCA-ZAMBOANGA RESEARCH CENTER

LIBERTY H. CANJA PhD
 Acting Department Manager III

Note:

- All documents must be submitted in one (1) big sealed and signed envelope addressed to the BAC-Chairperson of the PCA-Zamboanga Research Center (three (3) technical and financial copies—one (1) original and two (2) certified photocopies—must be placed in an individual folder and in a separate envelope with markings).
- Any missing document on the aforementioned requirements is grounds for outright rejection of the bid.
- Kindly fill-out the Request for Quotation Form properly, i.e., brand name, unit price, total amount per item (if applicable), and the total bid amount.
- Bids received that exceed the Approved Budget for the Contract shall be automatically rejected at the bid opening.
- The bid offer should be VAT-inclusive.
- The submission of bid documents must be properly labeled and include a table of contents.
- A complete set of Bidding Documents may be acquired by interested bidders from May 20 – May 22 (8:00AM to 3:30PM), 2024 from the address above.