



Republic of the Philippines
PHILIPPINE COCONUT AUTHORITY REGION XIII
 Regional Office, 2F South Boulevard Square., South Montilla Blvd., Butuan City

REQUEST FOR QUOTATION

Date: November 18, 2022

Quotation No.: RO-2022-11-0130

 Registered Name of Supplier as written in Official Receipt

 Business Address of Supplier

 Tax Identification Number (TIN); indicate whether VAT or Non-VAT

 PhilGEPS Registration Number (required)

Philippine Coconut Authority Region XIII through its Bids and Awards Committee (BAC), intends to procure the Various Office Supplies for 4th Quarter 2022 in accordance with Sec. 52.1.b (Shopping for Ordinary Office Supplies not available in PS-DBM) of the Revised IRR of R.A. No. 9184.

Please quote your **best offer** for the item/s described below, subject to the Terms and Conditions provided at the last page of this RFQ. Submit your quotation duly signed by you or your duly authorized representative **not later than November 23, 2022 at 5:00 PM**. A copy of your **latest Mayor's/Business Permit** and **PhilGEPS Registration** may be required to be submitted along with your quotation/proposal.

Open quotations may be submitted manually at the address indicated above or through facsimile at (085)341-4372 or email at regionxiii@pca.gov.ph.

ERNALYN E. COLON

Canvasser

MANOLITO L. CASAPAO

BAC Chairperson

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

TECHNICAL SPECIFICATIONS

1. Please quote your **best offer** for the item/s below. Please do not leave any items blank. Indicate "0" if item being offered is for free.
2. Bidders must state "Comply" or any equivalent term in the column "Bidder's Statement of Compliance" against each of the individual parameters of each Specification.

| Item | Description | Total Quantity | Bidder's Statement of Compliance | Unit Price |
|------|-----------------------------------|----------------|----------------------------------|------------|
| bot | Alcohol 500ml | 80 | | |
| pc | Ballpen (Flextick .05) | 200 | | |
| pc | Broom Soft Tambo | 15 | | |
| box | Binder Clip Medium | 10 | | |
| pc | Bulb Led | 20 | | |
| pack | Special Paper GSM 200 Beige Color | 50 | | |
| bot | Epson Refill Ink Black 664 | 30 | | |
| bot | Epson Refil Ink Black 003 | 60 | | |
| bot | Epson Refill Ink Cyan 664 | 4 | | |
| bot | Epson Refill Ink Yellow 664 | 4 | | |
| pc | Correction Tape 8m | 100 | | |
| jar | Dishwashing Paste 400g | 20 | | |
| pc | Finger Tips Mositurizer | 10 | | |
| box | Fastener Plastic | 30 | | |
| pack | Folder Long | 12 | | |
| box | Expanded Envelope Long | 7 | | |
| box | Permanent Marker | 6 | | |
| pc | Mop Handle | 6 | | |
| box | Paper Clip Big | 50 | | |
| box | Paper Clip Small | 30 | | |
| pc | Scissor | 60 | | |
| pc | Staple Wire | 30 | | |
| pc | Toilet Deodorizer | 30 | | |
| roll | Tissue Paper | 240 | | |
| pack | Trash Bag Black (100 pcs/pack) | 12 | | |

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|------|----------------------------|----------------|----------------------------------|------------|
| bot | Stamp Pad Ink | 12 | | |
| bot | Pilot Ink (Black) | 12 | | |
| pc | Refill Ink Mygel (Black) | 20 | | |
| roll | Twine Plastic (kilo) | 15 | | |

SCHEDULE OF REQUIREMENTS

The delivery schedule expressed as weeks/months stipulates hereafter the delivery date to the project site.

| Item | Description | Total Quantity | Delivery |
|------|--|----------------|---|
| | Various Office Supplies for the use of PCA Reigonal Office and PCA Provincial Office's | | Within 14 calendar days from receipt of this PO |

FINANCIAL OFFER

| Item | Quantity | Approved Budget for the Contract | Your Total Offered Quotation |
|------|----------|----------------------------------|------------------------------|
| | | ₱95,715.00 | |

TERMS AND CONDITIONS

1. ALL ENTRIES MUST BE HAND WRITTEN/TYPEWRITTEN;
2. SUPPLIERS SHALL PROVIDE CORRECT AND ACCURATE INFORMATION REQUIRED IN THIS FORM;
3. ANY INTERLINEATIONS, ERASURES OR OVERWRITING SHALL BE VALID ONLY IF THEY ARE SIGNED OR INITIALED BY THE SUPPLIER OR THE SUPPLIER'S AUTHORIZED REPRESENTATIVE;
4. PRICE QUOTATION(S) SHALL BE DENOMINATED IN PHILIPPINE PESO AND SHALL BE INCLUSIVE OF TAXES;
5. QUOTATIONS EXCEEDING THE ABC SHALL BE REJECTED INSTANTANEOUSLY;
6. PRICE VALIDITY SHALL BE FOR A PERIOD OF THIRTY (30) CALENDAR DAYS FROM DATE OF SUBMISSION;
7. SUPPLIER SHALL SUBMIT THE FOLLOWING DOCUMENTS PRIOR TO AWARD OR UPON REQUEST:
 - a. BUSINESS PERMIT/BIR REGISTRATION
 - b. LATEST INCOME/BUSINESS TAX RETURN
 - c. PHILGEPS REGISTRATION CERTIFICATE
 - d. NOTARIZED OMNIBUS SWORN STATEMENT
8. PURCHASE ORDER/CONTRACT SHALL BE AWARDED TO THE LOWEST QUOTATION (FOR GOODS AND INFRASTRUCTURE) OR, THE HIGHEST RATED OFFER (FOR CONSULTING SERVICES) WHICH COMPLIES WITH THE MINIMUM TECHNICAL SPECIFICATIONS AND OTHER TERMS AND CONDITIONS STATED HEREIN;
9. IN CASE OF TWO OR MORE BIDDERS ARE DETERMINED TO HAVE SUBMITTED THE LOWEST CALCULATED QUOTATION/LOWEST CALCULATED AND RESPONSIVE QUOTATION, PCA SHALL ADOPT AND EMPLOY "DRAW LOTS" AS THE TIE-BREAKING METHOD TO FINALLY DETERMINE THE SINGLE WINNING PROVIDER IN ACCORDANCE WITH GPPB CIRCULAR 06-2005;
10. PCA SHALL HAVE THE RIGHT TO INSPECT AND/OR TEST THE GOODS TO CONFIRM THEIR CONFORMITY TO THE TECHNICAL SPECIFICATIONS;
11. WARRANTY SHALL BE FOR A PERIOD OF THREE (3) MONTHS FOR SUPPLIES AND MATERIALS, AND ONE (1) YEAR FOR EQUIPMENT, FROM DATE OF ACCEPTANCE BY THIS OFFICE;
12. PAYMENT SHALL BE MADE THROUGH MDS CHECK AFTER DELIVERY AND UPON SUBMISSION OF THE REQUIRED SUPPORTING DOCUMENTS (SALES INVOICE OR BILLING STATEMENT) BY THE SUPPLIER. TERMS OF PAYMENT IS WITHIN THIRTY (30) CALENDAR DAYS FROM THE DATE OF ACCEPTANCE; AND
13. LIQUIDATED DAMAGES EQUIVALENT TO ONE TENTH OF ONE PERCENT OF THE VALUE OF THE GOODS NOT DELIVERED WITHIN THE PRESCRIBED DELIVERY PERIOD SHALL BE IMPOSED PER DAY OF DELAY.

Signature over Printed Name of Supplier or
Supplier's Representative

Telephone/Mobile No.

Date