



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

**REQUEST FOR QUOTATION**

Date: May 15, 2023

Quotation No.: AON-2023 05-089

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  
**Supply, Delivery and Installation of Glass Division of PCA Laboratory** in accordance with  
**Sec. 53.9 (Negotiated Procurement - Small Value Procurement) 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 May 19, 2023 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](mailto: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
lot	<b>Supply, Delivery and Installation of Glass Division of PCA Laboratory</b>			
	Glass Clear 84x120	4		
	Snapon	20		
	Rec Tube 1 3/4x4	14		
	Lock Stile	2		
	Inter Locker	2		
	D-Jump	2		
	D-Head	1		
	D-Sill	1		
	Top Rec	1		
	Bottom Rec	1		
	Angle 1/8x1x1	1		
	Nylon Roller Steel	8		
	Flush Lock with Key	2		
	Flush Lock without Key	2		
	Flush Handle #10-11	2		
	Sealant	20		
	Blind Rivets	1		
	Wood Screw	1		
	Thocks #5	1		

Item	Description	Total Quantity	Bidder's Statement of Compliance	Unit Price
	Labor OCM Contractors Profit Tax	1 1 1 1		

**SCHEDULE OF REQUIREMENTS**

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

Item	Description	Total Quantity	Delivery
1	Supply, Delivery and Installation of Glass Division of PCA Laboratory	lot	28 days upon receipt of PO

**FINANCIAL OFFER**

Item	Quantity	Approved Budget for the Contract	Your Total Offered Quotation
1	lot	₱85,258.24	

**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





REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF AGRICULTURE  
**PHILIPPINE COCONUT AUTHORITY**  
Provincial Office (Agusan del Norte and Agusan del Sur)  
Ataga Avenue, Barangay 9, Cabadbaran City, Agusan del Norte  
Tel. No.: (085) 816 0395; Email: [pca\\_agusannorte@yahoo.com](mailto:pca_agusannorte@yahoo.com)

PROJECT TITLE	LOCATION / BARANGAY	APPROVED BUDGET FOR THE CONTRACT (in Philippine Pesos	MINIMUM PCAB LICENSE CATEGORY REQUIRED	MINIMUM SUPERVISION REQUIREMENT	EQUIPMENT TO BE USED	SOURCE OF FUND	DURATION (in Calendar Days	SCOPE OF WORK
Supply, Delivery of Materials and Labor for Glass Installation of PCA-DRC Satellite Laboratory	Brgy. 9, Cabadbaran City, Agusan del Norte	90,000.00	Small A	Construction Foreman	Reviter, Sealer,	IPM NDRRMC	30	Supply, Delivery of Materials and Labor for the Glass installation

*"A food-secure Philippines with prosperous farmers and fisherfolk"*



## PHILIPPINE COCONUT AUTHORITY

Contract Name : Supply , Delivery of Construction Materials and Installation of Glass Division for  
PCA-DRC Satellite Laboratory Building

Location of the Contract : Brgy 9, Cabadbaran City, Agusan del Norte  
Project Proponent : PCA-Region XIII

### BILL OF QUANTITIES

Part Description: Glass Installation of 2<sup>nd</sup> Floor PCA-DRC Satellite Laboratory Building

ITEM NO.	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	AMOUNT
1	Glass Clear 84x120	Sheet	4	3,500.00	14,000.00
2	Snapon	Pcs	20	430.00	8,600.00
3	Rec Tube 1 3/4 x4	Length	14	1,100.00	15,400.00
4	Lock Stile	Pcs	2	500.00	1,000.00
5	Inter Locker	Pcs	2	500.00	1,000.00
6	D-Jump	Pcs	2	600.00	1,200.00
7	D-Head	Pcs	1	350.00	350.00
8	D-Sill	Pcs	1	350.00	350.00
9	Top Rec	Pcs	1	400.00	400.00
10	Butoom Rec	Pcs	1	400.00	400.00
11	Angle 1/8 x 1x1	Pcs	1	400.00	400.00
12	Nylon Roller Steel	Pcs	8	30.00	240.00
13	Flush Lock with Key	Pcs	2	200.00	400.00
14	Flush Lock without Key	Pcs	2	100.00	200.00
15	Flush Handle #10-11	Pcs	2	50.00	100.00
16	Sealant	Pcs	20	150.00	3,000.00
17	Blind Rivets	Box	1	300.00	300.00
18	Wood Screw	Gross	1	100.00	100.00
19	Thocks #5	Box	1	100.00	100.00
20					<b>47,540.00</b>
21					
22					
	<b>TOTAL DIRECT COST</b>				<b>19,016.00</b>
	<b>OCM</b>				<b>7,896.72</b>
	<b>CONTRACTORS PROFIT</b>				<b>6,655.60</b>
	<b>VAT</b>				<b>4059.92</b>
	<b>TOTAL BID AMOUNT</b>				<b>85,258.24</b>