



### Bids and Awards Committee

The Philippine Coconut Authority (PCA), through its Bids and Awards Committee (BAC), as duly authorized to conduct **Small Value Procurement (SVP)** for the items stated below, in accordance with **Section 53.9 Small Value Procurement** of the Revised Implementing Rules and Regulations of the Republic Act. No. 9184, hereby invites all interested suppliers/bidders to offer their lowest government price.

The PCA, hereinafter referred to as “the Purchaser”, now requests submission of a price quotation for the subject below:

Item No.	Article and Descriptions	Quantity	Unit Price (PhP)	Approved Budget for the Contract (ABC) – (PhP)	Bid Docs Fee (PhP)
	Supply and Delivery			726,000.00	700.00
<b>01</b>	<b>IEC Materials – Information Packets</b> <b>-Info Packet Folder</b> <ul style="list-style-type: none"> <li>- Quantity: 1 design</li> <li>- Size: 9x6 inches (LxW) folded: 9x12 inches (LxW) spread</li> <li>- Paper Type: Foldcote Cal. 15 (275-280gsm)</li> <li>- Paper Texture: Matte/Laminated (front and back)</li> <li>- with spot UV</li> <li>- Other details: with business card slit and pocket</li> <li>- Proofing: machine grade</li> </ul> <b>Info Packet</b> <ul style="list-style-type: none"> <li>- Quantity: 16 different designs</li> <li>- Size: 8.5 x 5.5 inches (LxW)</li> <li>- Paper Type: C2s 120 (170-190 gsm)</li> <li>- Paper Texture: Glossy</li> <li>- Print: Offset (full color/bact-to-back)</li> <li>- Proofing: machine grade</li> </ul>	3,300	220.00		



Interested suppliers are required to submit the following documents:

1. Valid and current Mayor's/Business Permit
2. PhilGEPS Registration Number
3. Latest Income/Business Tax Return
4. Omnibus Sworn Statement (attachment 2)
5. Bid Bulletin – duly signed (if applicable)

PCA Condition of Sale:

1. Delivery Schedule: 7 calendars days from the receipt of the approved PO/NTP
2. Bid Validity: 60 calendar days from the submission of bids
3. Delivery site: ***Philippine Coconut Authority Regional Office IX, Regional Government center, Balintawak, Pagadian City, Zamboanga del Sur.***

Award of contract shall be made to the bidder with the lowest quotation for the subject goods which comply with the minimum technical specifications and other terms and conditions stated herein.

Any alteration, erasures, or overwriting shall be valid only if they are signed or initialed by the bidder or his/her duly authorized representative.

A complete set of Bidding Documents may be purchased by interested Bidders on from the address below and upon payment of a non-refundable fee as indicated above, pursuant to the latest guidelines issued by the GPPB. It may also be downloaded free of charge from the website of PhilGEPS provided that bidders shall pay the non-refundable price.

The complete schedule of bidding activities is as follows:

Sale and Issuance of Bid Documents	- October 07, 2023 to October 13, 2023
Submission of Price Quotation	- October 16, 2023; 03:00 PM
Opening of Bids/Bid Evaluation	- October 16, 2023; 03:30 PM

Bids must be duly received by the BAC Secretariat through (i) manual submission at the office address indicated below, (ii) online or electronic submission thru ([regionix@pca.gov.ph](mailto:regionix@pca.gov.ph)), or (iii) both} on or before **October 16, 2023; 03:00 PM**. Late bids shall not be accepted.

Bidder shall submit one (01) original and two (02) duly certified photocopies of the first and second components of its bid in sealed envelopes. All documents shall be current and updated and any missing document in the checklist is a ground for outright rejection of the bid.

The penalty for the late deliveries is one tenth (1/10) of one (1) percent of the cost of the unperformed portion for every day of delay. The maximum deduction shall be ten percent (10%) of the contract price. Once the cumulative amount of the liquidated damage reaches ten percent (10%) of the contract price, the procuring entity shall rescind the contract without prejudice to other courses of action and remedies open to it.



REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF AGRICULTURE**  
**PHILIPPINE COCONUT AUTHORITY**  
Regional Government Center, Balintawak, Pagadian City  
Tel. Nos.: (062) 925-1918  
[regionix@pca.gov.ph](mailto:regionix@pca.gov.ph)

The PCA reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract in accordance with Section 41 or RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

For further information, please refer to:

**JUNRIE B. BERADIO**

BAC Secretariat  
PCA Region IX  
Pagadian City, Zamboanga del Sur  
Mobile No. 0997-654-9395  
Tel. No. (062) 925-1918

**BIHILDIS A. QUEZON**

BAC Chairwoman  
PCA Region IX  
Sta. Isabel, Dipolog City  
Tel. No. (065) 908-0922



Attachment 1

**PRICE QUOTATION FORM**

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

**The Bids and Awards Committee**

Philippine Coconut Authority  
Regional Government Center  
Balintawak, Pagadian City  
Zamboanga del Sur

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our price quotation for the item/s identified below:

Item No.	Article and Descriptions	Quantity	Unit Price	Total Price (VAT Inclusive)
	Supply and Delivery of the following:			P _____
<b>01</b>	<b>IEC Materials – Information Packets</b> <b>-Info Packet Folder</b> <ul style="list-style-type: none"><li>- Quantity: 1 design</li><li>- Size: 9x6 inches (LxW) folded: 9x12 inches (LxW) spread</li><li>- Paper Type: Foldcote Cal. 15 (275-280gsm)</li><li>- Paper Texture: Matte/Laminated (front and back)</li><li>- with spot UV</li><li>- Other details: with business card slit and pocket</li><li>- Proofing: machine grade</li></ul> <b>Info Packet</b> <ul style="list-style-type: none"><li>- Quantity: 16 different designs</li><li>- Size: 8.5 x 5.5 inches (LxW)</li><li>- Paper Type: C2s 120 (170-190 gsm)</li><li>- Paper Texture: Glossy</li><li>- Print: Offset (full color/bact-to-back)</li><li>- Proofing: machine grade</li></ul>	3,300 sets	P _____	



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[regionix@pca.gov.ph](mailto:regionix@pca.gov.ph)

**AMOUNT IN WORDS:** \_\_\_\_\_

The above-quoted price is inclusive of all costs and applicable taxes.

Very truly yours,

**AUTHORIZED REPRESENTATIVE:**

Signature	:	_____
Printed Name	:	_____
Company Name	:	_____
Contact No	:	_____



Attachment 2

## Omnibus Sworn Statement

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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. Select one, delete the other:**

*If a sole proprietorship:* I am the sole proprietor of *[Name of Bidder]* with office address at *[address of Bidder]*;

*If a partnership, corporation, cooperative, or joint venture:* I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

**2. Select one, delete the other:**

*If a sole proprietorship:* As the owner and sole proprietor of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for *[Name of the Project]* of the *[Name of the Procuring Entity]*;

*If a partnership, corporation, cooperative, or joint venture:* I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the *[Name of Bidder]* in the bidding as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)]*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC



Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **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 \_\_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
Bidder's Representative/Authorized Signatory

Doc. No.  
Page No.  
Book No.