



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF AGRICULTURE
PHILIPPINE COCONUT AUTHORITY
REGION I, II, III and CAR

2/F Guest House Bldg., PCA Compound, Elliptical Road, Diliman, Quezon City 1101
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REQUEST FOR QUOTATION

Date: March 11, 2024

RFQ No.: 2024-03-09

The Philippine Coconut Authority Regions I-III & CAR through its Regional Bids and Awards Committee (RBAC), intends to procure **Office and Janitorial Supplies (1st Qtr) for the use of APCDC** with a total Approved Budget for the Contract amounting to **Fifty-one thousand eight hundred pesos (Php 51,800.00)**, in accordance with **Section 52.1b** of the 2016 revised Implementing Rules and Regulations of the Republic Act No. 9184.

Please submit your quotations/proposals duly signed by you or your duly authorized representative for the item described herein, subject to the Terms and Conditions and Technical Specifications attached in this Request for Quotation (RFQ). The procurement period covers from **March 11 – 14, 2024**.

A copy of your **Mayor/Business Permit and PhilGEPS Registration Certificate** are also required along with your quotation/proposal. Quotation with the aforesaid documentary requirements shall be submitted in a sealed envelope either manually or through mailing at the address indicated below **not later than March 14, 5:00 PM**. Evaluation of offer/s will be on **March 15, 2024 9:00 AM**.

For any clarification, please feel free to contact **Juan F. Milar Jr.** at Mobile No. 09999940067 or email pcadinalungan@gmail.com

JUAN F. MILAR JR.

Chairman, APCDC Procuring Committee

Philippine Coconut Authority
Regions I, II, III & CAR
2/F Guest House Bldg., PCA Compound,
Elliptical Road, Diliman, Quezon City
Email Address: 4b.regionalbac@gmail.com

QUOTATION/ PROPOSAL

Date: _____

Name of Business: _____

Address: _____

Nature of Business: _____

Business Permit No.: _____

Tax Identification No.: _____

PhilGEPS Registration Number: _____

Quotation/ Proposal (please indicate the kind of goods with the total bid amount and any other related offer):

Quantity	Unit	Item Description	Unit Cost (PhP)	Total Cost (PhP)
3	box	Binder Clip 1 1/4		
6	pcs	Correction tape		
4	pcs	Cutter retractable		
3	pcs	Elmers, glue, big		
20	pcs	Envelop, brown, short		
30	pcs	Envelop, brown, long		
5	bots	Epson ink tank 003-Black		
5	bots	Epson ink Tank 003-Cyan		
5	bots	Epson ink Tank 003-Magenta		
5	bots	Epson ink Tank 003Yellow		
3	pcs	Highlighter pen		
24	pcs	Marker Pen, Black		
5	pcs	Marker pen, White Board		
5	box	Paper Clip, plastic coated, 33mm		
5	box	Paper Clip, plastic coated, 50mm		
5	box	Paper Fastener, Metal 50mm, 70mm center		
20	reams	Paper, Multi-Purpose (A4)		
15	reams	Paper, Multi-Purpose (legal)		
36	pcs	Pencil, Mongol # 2		
1	pcs	Pencil Sharpener (big)		
30	pcs	Press board, Long		
5	pcs	Push pin		
10	pcs	Record Book, 500pgs		
10	pcs	Refill Ink, Marker		
5	pcs	Ruler, Plastic		
3	pcs	Scissor, Big		
5	pcs	Sign pen, gel, Black		
5	box	Staple wire "35-5m		
2	pcs	Stapler, "35		
5	pack	Sticky pad,		
5	pcs	Tape masking "1		
10	pcs	Tape, masking "2		
5	pcs	Tape clear "1		
5	pcs	Tape clear "2		
3	pcs	Tape Double Sided "1		
10	pcs	Albatros		
2	pcs	Soft Broom		
5	bots	Cleaner, Toilet bowl, Domex		
3	bar	Laundry, soap		
3	kg	Laundry powder		
3	bots	Air Spray, Freshener		
5	bots	Dish washing liquid		

2	bots	Hand Soap,500ml		
9	pcs	Trash can w/ cover		
8	pcs	Pail w/ cover		
10	pcs	Flower Pot, Big		
3	pack	Carbage bag, 10 pcs/pack- Medium		
2	pcs	Water Container, Round		
1	pcs	Aluminum basin , Big		
1	pcs	Laundry basket w/ cover ,Big		
2	pcs	Dust pan, Galvanized		
3	bots	Alcohol, Big		
			GRAND TOTAL :	

Attachments:

Mayor/Business Permit

PhilGEPS Registration Certificate

Signature over Printed Name

Office Telephone/Fax No.

Mobile No.

Email Address



INSTRUCTIONS

1. Accomplish this RFQ correctly and accurately.
2. Do not alter the contents of this form in any way.
3. All Technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
4. Failure to follow instructions will disqualify your entire quotation.

Technical Specifications

Unit	Item Description	Quantity	Statement of Compliance (please indicate "comply" or "not comply")
box	Binder Clip 1 1/4	6	
pcs	Correction tape	4	
pcs	Cutter retractable	3	
pcs	Elmers, glue, big	20	
pcs	Envelop , brown ,short	30	
pcs	Envelop, brown, long	5	
bots	Epson ink tank 003-Black	5	
bots	Epson ink Tank 003-Cyan	5	
bots	Epson ink Tank 003-Magenta	5	
bots	Epson ink Tank 003Yellow	3	
pcs	Highlighter pen	24	
pcs	Marker Pen, Black	5	
pcs	Marker pen, White Board	5	
box	Paper Clip,plastic coated,33mm	5	
box	Paper Clip,plastic coated,50mm	5	
box	Paper Fastener,Metal 50mm,70mm center	20	
reams	Paper, Multi-Purpose (A4)	15	
reams	Paper, Multi-Purpose (legal)	36	
pcs	Pencil, Mongol # 2	1	
pcs	Pencil Sharpener (big)	30	
pcs	Press board,Long	5	
pcs	Push pin	10	
pcs	Record Book, 500pgs	10	
pcs	Refill Ink, Marker	5	
pcs	Ruler, Plastic	3	
pcs	Scissor, Big	5	
pcs	Sign pen, gel, Black	5	
box	Staple wire"35-5m	2	
pcs	Stapler, "35	5	
pack	Sticky pad,	5	
pcs	Tape masking "1	10	
pcs	Tape, masking "2	5	
pcs	Tape clear "1	5	
pcs	Tape clear "2	3	
pcs	Tape Double Sided "1		
pcs	Albatros	2	
pcs	Soft Broom	5	
bots	Cleaner, Toilet bowl,Domex	3	
bar	Laundry,soap	3	
kg	Laundry powder	3	
bots	Air Spray,Freshener	5	
bots	Dish washing liquid	3	
doz	Fabric conditioneer	3	
pcs	Scouring pad, Scotch brite	3	

pcs	Doormat, rectrangular	12	
pcs	Insect spray, Baygon	3	
bots	Hand Soap , 500ml	3	
pcs	Trash can w/ cover	9	
pcs	Pail w/ cover	8	
pcs	Flower Pot, Big	10	
pack	Garbage bag, 10pcs/pack-medium	3	
pcs	Water Container, Round	2	
pcs	Aluminum basin,Big	1	
pcs	Laundry basket w/ cover,Big	1	
pcs	Dust pan,galvanized	3	
Bots.	Alcohol, Big	2	

Signature over Printed Name



General Terms and Conditions

1. Bidders shall provide correct and accurate information required in the forms.
2. Price quotations must be valid for a period of thirty (30) calendar days from the date of submission.
3. Price quotation/s to be dominated in the Philippine peso shall include all taxes, duties and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the lowest quotation which complies with the technical specifications, schedule of requirements and terms and conditions stated herein.
6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initiated by you or your duly authorized representative.
7. The PCA Regions I-III & CAR shall have the right to inspect the goods to confirm their conformity to the technical specifications once delivered.
8. All items should be delivered in ten (10) calendar days after signing of Purchase Order.
9. 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 Regions I-III & CAR 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

