



**DEPARTMENT OF AGRICULTURE  
PHILIPPINE COCONUT AUTHORITY  
REGION IV-A (CALABARZON)**

Brgy. Isabang, Lucena City  
Telephone Number: (042) 795-5472  
<http://www.pca.da.gov.ph> / Email address: regioniv@pca.gov.ph

**REQUEST FOR QUOTATION / PROPOSAL (RFQ/RFP)**

**SUPPLY AND DELIVERY OF AGRICULTURAL INPUTS FOR BARANGGULAYAN WINNERS CY2023**

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Complete Company Address

Date: **November 09, 2024**

RFQ/RFP No.: **24-11-0002**

PR No.: **24-11-0002**

PHILGEPS Ref. No.: \_\_\_\_\_

**To whom it may concern:**

Please quote your lowest price/s on the lot or item/s below, subject to General Conditions indicated herein, stating the shortest time of delivery and submit your quotation duly signed by your official representative not later than **November 14, 2024 at 5:00 PM** to the address listed above.

Very truly yours,

**SGD NERISSA P. MENDEZ**  
Acting Administrative Officer V

**CANVASSERS'S CERTIFICATION**

This is to certify that I have full knowledge, authority and responsibility in distributing and/or collecting the Request for Quotation in accordance to the guidelines in securing prices for the Philippine Coconut Authority.

**SGD MAY A. NAPEÑAS**  
Regional Canvasser

PLEASE QUOTE: **PER ITEM**

SUPPLIER/CONTRACTOR/CONSULTANT'S  
PROPOSAL BOX

No.	ITEM DESCRIPTION	QTY.	UNIT	APPROVED BUDGET OF CONTRACT (ABC)	FINANCIAL PROPOSAL (Indicate the Price Offer)		TECHNICAL PROPOSAL (Indicate Brand/Model Offer)
					Unit Price	Total Price	
<b>1</b>	<b>SUPPLY AND DELIVERY OF AGRICULTURAL INPUTS FOR BARANGGULAYAN WINNERS CY2023</b>	<b>1</b>	<b>Lot</b>				
	Submersible Pump	1	unit	20,000.00			
	Water Pump	1	unit	10,000.00			
	Feed Pelletizer	1	unit	50,000.00			
	Hand Tractor	1	unit	36,000.00			
	Mini multi-Tiller	1	unit	27,000.00			
	Grasscutter	3	unit	54,000.00			
	Power Sprayer	2	unit	13,200.00			
	Wheel Barrow	1	unit	2,000.00			
	Empty Drum	1	pc	2,000.00			
	Harvesting Shears	1	pc	330.00			
	Pruning Shear	1	pc	300.00			
	Plastic Crates	1	pc	385.00			
	Pick Mattock "Piko"	2	pc	800.00			
	Shovel	1	pc	400.00			
	Garden Hoe "Asarol"	1	pc	260.00			
	Trowel "Dulos"	1	pc	250.00			
	Plastic Pail	4	pc	1,000.00			
	Dipper	5	pc	275.00			
	Water Sprinkler	4	pc	1,000.00			
	Net Green	2	bun dle	1,800.00			
	Nylon Straw	30	roll	1,500.00			
	Trellis Twine	30	roll	9,300.00			
	Monoline Nylone #180	25	kg	11,000.00			



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	Monoline Nylone #130	7	kg	2,940.00			
	Sitao Seeds	28	kg	44,800.00			
	Cucumber Seeds	5	can	4,400.00			
	Urea (40-0-0)	5	sack	7,500.00			
	Complete Fertilizer (14-14-14)	5	sack	7,500.00			
	<i>Please refer to Purchase Request No. 24-11-0002 and Annex A for the drop-off point and full technical specifications</i>						
	<i>----- Nothing follows -----</i>						
				<b>309,940.00</b>			

**GENERAL CONDITIONS**

Bidder must comply with the following requirements:

1. All entries must be typewritten and legible;
2. Accomplished Request for Quotation/Proposal;
3. Certificate of PHILGEPS Registration;
4. Updated Mayor's/Business Permit;
5. Latest Income and Business Tax Return (for ABC above 500k);
6. Omnibus Sworn Statement (for ABC above 50k). Please see attached format.
7. **The accomplished RFQ/RFP including other documentary requirements shall be submitted in a sealed envelope with proper label, as follows:**

*Company Name:*

*Company Address:*

*Name & Signature of Owner/Authorized Representative*

*RFQ No. "*

*Project Name:*

8. **Delivery/Service period must be at least within fifteen (15) calendar day/s upon receipt of the Purchase Order.**
9. Item/s delivered must have warranties for unit replacements, parts, labor or other services;
10. Price validity shall be for a period of three (3) months;
11. Quoted prices must be inclusive of taxes, and other charges or fees and shall not exceed the Approved Budget for the Contract (ABC);
12. Transaction with PCA shall mean compliance by the winning bidder with the bid and delivery requirements before the issuance of check payment;
13. Failure to comply with these conditions shall mean disqualification of your bid proposal.

**SUPPLIER/CONTRACTOR/CONSULTANTS CERTIFICATION**

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

*After having carefully read and accepted Your General Conditions, I/We quote you on the item/s at price/s noted above for **immediate delivery and shipment/service which can be made within fifteen (15) calendar day/s from receipt of Purchase/Job Order.***

\_\_\_\_\_  
**Print Name & Signature of Owner/  
Authorized Representative**

\_\_\_\_\_  
**Company Tel./Fax/Mobile No.**

\_\_\_\_\_  
**Company Tax Identification No. (TIN)**



REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF AGRICULTURE**  
**PHILIPPINE COCONUT AUTHORITY**  
**REGION IV-A (CALABARZON)**

Barangay Isabang, Lucena City

Telephone Number: (042) 795-5472

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**ANNEX A**

**SUPPLY AND DELIVERY OF AGRICULTURAL INPUTS FOR  
BARANGGULAYAN WINNERS CY 2023**

**TERMS OF REFERENCE (TOR)**

**I. REQUIRED TECHNICAL SPECIFICATIONS**

Item	Specification
1	Submersible Pump with hose <ul style="list-style-type: none"><li>• Power: 2HP</li><li>• Speed: 3450 r/min</li><li>• Max Head: 14.5m</li><li>• Qmax: 20L/min</li><li>• Hose Size: 2 inches</li><li>• Thermally protected</li><li>• Heavy Duty</li><li>• With 50m hose</li></ul>
2	Water Pump <ul style="list-style-type: none"><li>• 7hp; Gasoline engine</li><li>• Max. suction head: 8 meters</li><li>• Discharge capacity: 500L/min, minimum</li><li>• Inlet/outlet diameter: 2in</li></ul>
3	Feed Pelletizer <ul style="list-style-type: none"><li>• Prime mover: 5hp electric motor, minimum</li><li>• Operating Voltage: 220 V</li><li>• Frequency: 60 Hz</li><li>• Pelleting efficiency: 92%, minimum</li><li>• Pelleting recovery: 95%, minimum</li><li>• Production capacity: 100-180 kg/hr</li><li>• Pellet size: 3mm – 5mm</li><li>• With operational manual and tools</li></ul>
4	Hand Tractor <ul style="list-style-type: none"><li>• 7hp diesel engine</li><li>• With heavy duty pneumatic tires</li><li>• With plow and harrow implements</li></ul>
5	Mini multi-Tiller <ul style="list-style-type: none"><li>• Gasoline-powered</li><li>• 7.5 hp</li><li>• Fuel tank: 6L</li><li>• Transmission: Belt and chain</li><li>• Dimension: 845 x 460 x 660mm</li><li>• Weight: at most 79kg</li><li>• With heavy duty rubber wheels</li></ul>
6	Grass Cutter <ul style="list-style-type: none"><li>• Heavy duty</li><li>• Dimension: 1,800 x 600 x 460mm</li><li>• Shape: U-handle</li><li>• 4-stroke engine</li></ul>

	<ul style="list-style-type: none"> <li>• 5200 rpm</li> <li>• 1-L fuel tank capacity</li> <li>• Heavy duty blade cutter, size: 10"</li> <li>• Nylon head (cord diameter): 3mm</li> <li>• Type of shoulder harness/strap: double, heavy duty</li> <li>• Complete accessories (manual book, engine oil and tool kit) with nylon refill (size: 3mm, 50 meters)</li> </ul>
7	<p>Power Sprayer</p> <ul style="list-style-type: none"> <li>• Motor Power: 1.5-2HP</li> <li>• Engine Power: 3.5-4PS</li> <li>• Weight: 10Kg</li> </ul> <p><b><i>Included in the package:</i></b></p> <ul style="list-style-type: none"> <li>- Sprayer Pump</li> <li>- 10 meters Sprayer Hose with Fittings</li> <li>- 2pcs Belt</li> <li>- Overflow / Return Hose</li> <li>- Suction Hose with Strainer</li> <li>- Gaskets, bolts and nuts</li> <li>- Pulley for Pump</li> </ul> <p><b><i>Engine Specs</i></b></p> <ul style="list-style-type: none"> <li>- 0.75 Kw, or 1 HP (4 Pole) (1720 rpm)</li> <li>- Current at full load is 6.91 Amps</li> <li>- 75 Frame (75mm from base of foot to center line of shaft)</li> <li>- Top-Notch Cast Aluminum Motor</li> <li>- The motor can be configured to rotate either way or, for frequent changes, it can be connected to a reversing switch</li> </ul>
8	<p>Wheel Barrow</p> <ul style="list-style-type: none"> <li>• Heavy duty; made of galvanized steel with 65L capacity</li> </ul>
9	<p>Empty Drum</p> <ul style="list-style-type: none"> <li>• Plastic drum</li> <li>• 200L</li> </ul>
10	<p>Harvesting Shears (Sickle)</p> <ul style="list-style-type: none"> <li>• Overall length (mm): 260-420</li> <li>• Overall width (mm): 145-200</li> <li>• Over height (mm): 25-75</li> <li>• Blade Thickness (mm): 1.5-4, tapered to the cutting edge</li> <li>• Length of cutting edge (mm): 130-210</li> <li>• Hardness of the cutting edge: 37-46 HRC</li> <li>• Weight (g): 150-400</li> </ul>
11	<p>Pruning Shear</p> <ul style="list-style-type: none"> <li>• 8-inch pruning shear</li> <li>• Cutting length: 200mm</li> <li>• Padded handle</li> <li>• Cuts up to 2/4" thickness</li> </ul>
12	<p>Plastic Crates</p> <ul style="list-style-type: none"> <li>• Color: Black</li> <li>• Dimension (cm): 66.75L x 47W x 38H</li> </ul>
13	<p>Pick Mattock "Piko"</p> <p><b><i>Blade</i></b></p> <ul style="list-style-type: none"> <li>• Drop forged steel</li> <li>• Weight: 2kg, 4.5lbs</li> <li>• High quality &amp; heavy duty</li> </ul> <p><b><i>Handle</i></b></p>



	<ul style="list-style-type: none"> <li>• Light and durable</li> <li>• Made of natural, solid wood</li> <li>• Length: 36"</li> <li>• Thickness: 2"</li> </ul>
14	Shovel <ul style="list-style-type: none"> <li>• Pressed carbon steel, hardened and tempered</li> <li>• Quality: No excess of metal, no dents and no cracks</li> <li>• Dimension, full piece: 295 x 225 mm</li> <li>• Hole diameter: 36mm (front side), 40mm (back side)</li> <li>• Weight: 1kg +/- 50g; without</li> </ul>
15	Garden Hoe "Asarol" <ul style="list-style-type: none"> <li>• Dimensions (length, width and height): 230 x 120 x 0 mm -WEIGHT 1.55 k</li> <li>• With wooden handle (1400mm)</li> </ul>
16	Trowel "Dulos" <ul style="list-style-type: none"> <li>• Dimensions (length and width): 3 inches x 13 inches</li> <li>• With wooden handle</li> </ul>
17	Plastic Pail <ul style="list-style-type: none"> <li>• Heavy duty plastic bucket/water container</li> <li>• Capacity: 20L with handle and removable tight-fit lid</li> <li>• Made of virgin grade HDPE (High Density Poly Ethylene) and virgin LDPE (Low Density Poly Ethylene), tough durable UV resistant and safe for food and drinking water storage (food grade material)</li> </ul>
18	Dipper <ul style="list-style-type: none"> <li>• Diameter: 5.5 inches</li> <li>• Height: 5.125 inches</li> <li>• Handle length: 4.75 inches</li> <li>• High quality</li> </ul>
19	Water Sprinkler <ul style="list-style-type: none"> <li>• Made of plastic; capacity of 10L</li> </ul>
20	Net Green <ul style="list-style-type: none"> <li>• Dimension: 2 x 50m</li> <li>• Shading rate: 50%</li> </ul>
21	Nylon Straw <ul style="list-style-type: none"> <li>• Color: White</li> <li>• Size: 6mm</li> <li>• Length: 100m/roll</li> <li>• 10 ply</li> </ul>
22	Trellis Twine <ul style="list-style-type: none"> <li>• Color: Black</li> <li>• 4 ply</li> <li>• 320 meters long</li> </ul>
23	Monoline Nylone #180, #130
24	Vegetable Seeds <b>Sitao</b> <ul style="list-style-type: none"> <li>• 1kg/pack</li> <li>• OPV</li> </ul> <b>Cucumber</b> <ul style="list-style-type: none"> <li>• 50g/can</li> <li>• Hybrid</li> </ul>
25	<b>Fertilizers (50kg/sack)</b> 1. Urea (40-0-0) 2. Complete (14-14-14)

## II. ALLOCATION PER PROVINCE

The project has allocated to the provinces as detailed below.

Item No.	Unit	Item Description	Quantity per Province					
			Quezon II	Quezon I	Laguna	Mindoro	Palawan	TOTAL
1	unit	Submersible Pump	1					1
2	unit	Water Pump					1	1
3	unit	Feed Pelletizer				1		1
4	unit	Hand Tractor	1					1
5	unit	Mini multi-Tiller	1					1
6	unit	Grasscutter	2	1				3
7	unit	Power Sprayer	1	1				2
8	unit	Wheel Barrow	1					1
9	pc	Empty Drum	1					1
10	pc	Harvesting Shears	1					1
11	pc	Pruning Shear	1					1
12	pc	Plastic Crates	1					1
13	pc	Pick Mattock "Piko"	1	1				2
14	pc	Shovel	1					1
15	pc	Garden Hoe "Asarol"	1					1
16	pc	Trowel "Dulos"	1					1
17	pc	Plastic Pail	4					4
18	pc	Dipper	5					5
19	pc	Water Sprinkler	4					4
20	bundle	Net Green	2					2
21	roll	Nylon Straw			30			30
22	roll	Trellis Twine			30			30
23	kg	Monoline Nylone #180	25					25
	kg	Monoline Nylone #130	7					7
24	kg	Sitao Seeds			28			28
	can	Cucumber Seeds			5			5
25	sack	Urea (40-0-0)			5			5
	sack	Complete Fertilizer (14-14-14)			5			5

## PURCHASE REQUEST

Entity Name: PCA REGION IV-A

Fund Cluster: \_\_\_\_\_

Office/Section :		PR No.: <u>24 11 0002</u>		Date: <u>November 7, 2024</u>	
Technical Unit		Responsibility Center Code : _____			
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	unit	Submersible Pump	1	20,000.00	20,000.00
	unit	Water Pump	1	10,000.00	10,000.00
	unit	Feed Pelletizer	1	50,000.00	50,000.00
	unit	Hand Tractor	1	36,000.00	36,000.00
	unit	Mini multi-Tiller	1	27,000.00	27,000.00
	unit	Grasscutter	3	18,000.00	54,000.00
	unit	Power Sprayer	2	6,600.00	13,200.00
	unit	Wheel Barrow	1	2,000.00	2,000.00
	pc	Empty Drum	1	2,000.00	2,000.00
	pc	Harvesting Shears	1	330.00	330.00
	pc	Pruning Shear	1	300.00	300.00
	pc	Plastic Crates	1	385.00	385.00
	pc	Pick Mattock "Piko"	2	400.00	800.00
	pc	Shovel	1	400.00	400.00
	pc	Garden Hoe "Asarol"	1	260.00	260.00
	pc	Trowel "Dulos"	1	250.00	250.00
	pc	Plastic Pail	4	250.00	1,000.00
	pc	Dipper	5	55.00	275.00
	pc	Water Sprinkler	4	250.00	1,000.00
	bundle	Net Green	2	900.00	1,800.00
	roll	Nylon Straw	30	50.00	1,500.00
	roll	Trellis Twine	30	310.00	9,300.00
	kg	Monoline Nylone #180	25	440.00	11,000.00



Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	kg	Monoline Nylone #130	7	420.00	2,940.00
	kg	Sitao Seeds	28	1,600.00	44,800.00
	can	Cucumber Seeds	5	880.00	4,400.00
	sack	Urea (40-0-0)	5	1,500.00	7,500.00
	sack	Complete Fertilizer (14-14-14)	5	1,500.00	7,500.00
					-
		<i>*Please refer to ANNEX A for the precise and clear specifications of each item</i>			
					-
		<b>TOTAL AMOUNT</b>			<b>309,940.00</b>

**Purpose:** To be distributed to coconut farmers/group winners of the Gulayan sa Bakuran and Baranggulayan sa Ilalim ng Niyugan Contest under the CY 2023 Coconut Village Development Project - Coconut Intercropping Project.

Requested by:

Approved by:

Signature :

Printed Name : MARIETTA C. PEREZ

Designation : Project Development Officer IV

BIBIANO C. CONCIBIDO, JR

Regional Manager III