



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

REQUEST FOR QUOTATION

Date: September 20, 2023

Quotation No.: RO- 2023 09 224

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 and Delivery of GMF Production Laboratory Supplies 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 September 25, 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.

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
1	Supply and Delivery of GMF Production Laboratory Supplies	lot		
	Whiteboard 3x4 ft	3		
	Whiteboard 2x3 ft	2		
	Whiteboard Marker (10pcs/box)	1		
	Whiteboard Eraser	3		
	Whiteboard Marker ink, Black (20ml)	3		
	Permanent Marker (10pcs/box)	1		
	Permanent Marker ink, Black (20ml)	3		
	White Lab. Gown	5		
	Flexible Refillable Kitchen Lighter	3		
	5-Layer Plastic Cabinet	4		
	Plastic Brush	6		
	White Plastic Chairs	6		
	Plastic Foot Stool/Laundry Chair/Small stool	10		
	16-Liter Utility Plastic pail with cover	10		
	Durable Heavy Duty Plastic Crates, 7.5"	15		
	Spin Mop w/ spinner & Bucket Tornado Mop 360	2		
	Plastic Dust Pan	6		
	Native Soft Broom	6		
	Native Broom Stick	6		
	Heavy Duty Plastic Hanger	1		
	110L Transparent Storage Box w/ Wheels	4		
	30cm Universal Impulse Sealer Element	6		

Item	Description	Total Quantity	Bidder's Statement of Compliance	Unit Price
	Spray Bottle (300ml)	10		
	Extra Large Garbage box with cover	6		
	18.5"x18.5"x40" Garbage Bag (10pcs/roll)	20		
	Wooden Meter Stick	3		
	Washable Hairnet	24		
	White Hand/Face towel	36		
	Fabric Conditioner	18		
	White Slippers #39	1		
	White Slippers #41	2		
	White Slippers #42	1		
	White Slippers #45	1		
	Cloth Doormat	15		
	60L Plastic Drum	5		
	10L Distilled Water (2 containers/case)	10		
	70 % Ethyl Alcohol	10		
	Manual Gas Stove-Single Burner	1		
	Three Layer Steel Shelf Tool Cart (840x410x780 mm)	3		
	12in Exhaust Fan for Ceiling	3		
	8in Scissors	4		
	4-Gang Extension Cord with 10m wire	2		
	Push Pins Tacks, Asst. Colors (50pcs/pack)	10		
	12in Plastic Straight Ruler	6		
	No.35 Stapler	4		
	No.35 Stapler Wire	10		
	2 Hole Paper Puncher with Paper Guide	2		
	2L Hand Pressure Water Pump Sprayer	2		
	AA Rechargeable Batteries (4pcs) with charger	1		
	AAA Rechargeable Batteries	4		
	12 Digits Big Display Electronic Calculator	3		
	1" White Paper Masking Tape	24		
	1" Transparent Masking Tape	24		
	5-Layer Shoe Rack	2		
	Feather Duster	6		
	Parafilm Laboratory tape- 4"x125 ft./roll	2		
	120x60x80 3-Layer working table 304 stainless	3		

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 and Delivery of GMF Production Laboratory Supplies	lot	28 days from receipt of PO

FINANCIAL OFFER

Item	Quantity	Approved Budget for the Contract	Your Total Offered Quotation
1	lot	₱166,395.00	

TERMS AND CONDITIONS

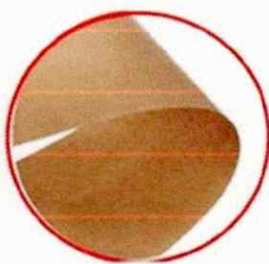
1. ALL ENTRIES MUST BE HAND WRITTEN/TYPEWRITTEN;
2. SUPPLIERS SHALL PROVIDE CORRECT AND ACCURATE INFORMATION REQUIRED IN THIS FORM;
3. ANY INTERLINEATIONS, ERASURES OR OVERWRITING SHALL BE VALID ONLY IF THEY ARE SIGNED OR INITIALED BY THE SUPPLIER OR THE SUPPLIER'S AUTHORIZED REPRESENTATIVE;
4. PRICE 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

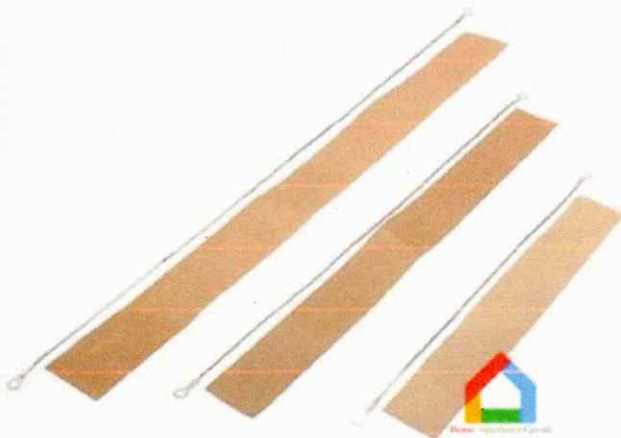
Telephone/Mobile No.

Date

30 cm Universal Impulse Sealer Element



Plastic Press Wire Element 20Cm
30Cm 40Cm/Universal Impulse...



120 x 60 x 80 3-layer working table 304 stainless



Manual Gas Stove - Single Burner



Parafilm Laboratory tape - 4"x125 ft./roll



Three-Layer Steel Shelf Tool Cart (840 X 410 X 780 mm)



Three-Layer Steel Shelf Tool Cart (840 X 410 X 780 mm)

