



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF AGRICULTURE
PHILIPPINE COCONUT AUTHORITY
Elliptical Road, Diliman, Quezon City 1101 Philippines
Tel. Nos.: (02) 8928-4501 to 09 · Direct Line: (02) 8926-7631
Website: pca.gov.ph

REQUEST FOR QUOTATION

The Philippine Coconut Authority (PCA), through its General Services Division, will undertake a Small Value Procurement posted in PhilGEPS with DBM REF no. **12062477** for the “PROCUREMENT OF CUSTOMIZED BELT BAG AND MAGNETIC NAME PLATE” in accordance with Section 53.9 of the Implementing Rules and Regulations Act No. 9184 with the following details.

| ITEMS | ABC |
|--|------------|
| PROCUREMENT OF CUSTOMIZED BELT BAG AND MAGNETIC NAME PLATE | ₱94,500.00 |

The prospective bidder shall submit the following eligibility documents as prescribed below:

- SEC or DTI Registration certificate
- Mayor's Permit
- PhilGEPS Registration
- Prescribed Omnibus Sworn Statement

Financial proposal and complete set of eligibility documents shall be submitted in either of the following manner from May 23 to May 26, 2025 08:00 am:

- Manual/physical submission in a sealed envelope at the General Services Division's office 5th floor, PCA R&D Building, Diliman Quezon City; or
- Via online or electronic submission at pcaqc@yahoo.com

Attached is the Terms of Reference as “Annex A”.

For inquiries, you may contact us at telephone no. 8-928-4501 to 09 loc. 406/408 or email us at pcaqc@yahoo.com


EDSEL B. PABELLANO
Division Chief
General Services Division

“A food-secure Philippines with prosperous farmers and fisherfolk”



TERMS OF REFERENCE

I. PROJECT AND LOCATION

PROJECT : Supply and delivery of 150 pieces Belt bag with embroidered PCA logo and 150 pcs Magnetic ID name plate

LOCATION : PCA R&D Bldg. Diliman, Quezon City

II. SCOPE OF WORK

1. Supply and delivery of 150 pieces Belt bag with embroidered PCA logo and 150 pcs Magnetic ID name plate with the following specifications:

A. WATER RESISTANT BELT BAG WITH EMBROIDERED PCA LOGO (150 PIECES)

Specifications:

Color: 75 pcs beige, 75 pcs Navy Blue

Material: Water-Repellent Fabric, 100% Polyester, Body: Nylon,

Product Features: Adjustable Strap, Exterior zippered pocket, Interior pockets,

Measurements: Bag dimensions: W 19cm x D 5cm x H 13cm (7.5" x 2" x 5"),

Volume: 2L

B. MAGNETIC ID NAME PLATE (150 PIECES)

Specifications:

Size: 7.4 x 2.8 cm

Material: Double Acrylic, Front and back with Printed logo “PCA”

TOTAL ABC: (₱94,500.00)

2. Upon receipt of the Purchase Order (P.O), the winning supplier shall submit sample within one (1) calendar day for proofreading and approval.

3. The supplier shall submit an actual sample of the finished product with the required fabric specified above.

4. The supplier shall deliver the complete items per P.O within seven (7) working days from approval of the final sample

4. Deadline for submission of proposal is on or before May 26, 2025 8:00am at Procurement Unit, 5th Floor PCA R&D Building, Diliman, Quezon City.

III. OTHER TERMS AND CONDITION

1. The prospective bidder shall submit the following together with their financial proposal in a sealed envelope on May 26, 2025 8:00am at 5th floor, General Services Division, PCA R&D Building. Diliman, Quezon City.

- a. SEC and DTI Registration Certificate
- b. Mayors' Permit
- c. PHILGEPS Registration
- d. Omnibus Sworn Statement

Financial proposal and complete set of eligibility documents shall be submitted in either of the following manner from May 23 to May 26, 2025 8:00 am

- a. Manual/Physical submission in a sealed envelope at the General Services Division's Office 5th floor, PCA R&D Building, Diliman Quezon City
- b. Via online or electronic submission at pcaqc@yahoo.com

Delivery /Payment terms: The delivery period from approval of final sample is 7 working days .
Payment is 15 days upon completion.

The quoted price shall be valid 30 days upon receipt of Purchase Order.

Conforme:

Bidder's Authorized Representative