



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. **12107525** for the “SUPPLY AND DELIVERY OF PLAQUES AND MEDALS WITH GLASS AND BRASS PLATES ON COCO WOOD BASE” in accordance with Section 53.9 of the Implementing Rules and Regulations Act No. 9184 with the following details.

ITEMS	ABC
SUPPLY AND DELIVERY OF PLAQUES AND MEDALS WITH GLASS AND BRASS PLATES ON COCO WOOD BASE	₱353,100.00

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 June 6 to June 9, 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

PROJECT: SUPPLY AND DELIVERY OF PLAQUES AND MEDALS WITH GLASS AND BRASS PLATES ON COCO WOOD

LOCATION: PCA CENTRAL OFFICE R&D BLDG., DILIMAN, QUEZON CITY

I. SCOPE OF WORK

Supply and delivery of the following supplies:

LOT 1: Various brass and glass engraving for wooden base medals and trophy

A. 330 PCS BRASS PLATE WITH ENGRAVE FOR COCO WOOD MEDALS WITH 2 COLORED RIBBON

Specifications:

- Wooden base medal size: round, 3 inches diameter
- Ribbon Color: golden yellow and green
- Engraving: Colored engrave (2 kinds, back to back engrave)
- Metal Color: (Gold,Silver,Bronze)
- Quantity: 110 pcs each color
- With Hardbox for packaging



Sample ribbon design

B. 13 PCS INSTALLATION OF BRASS PLATE AND GLASS ENGRAVING FOR WOODEN TROPHY

Specifications:

- Wooden base size: 9 inches x 9 inches x 6 inches
- 9" round 1/8 glass with colored engrave
- 9" brass plate with colored engrave

C. 1 PC INSTALLATION OF BRASS PLATE AND GLASS ENGRAVING FOR WOODEN TROPHY

Specifications:

- Wooden base size: 15 inches x 15 inches x 12 inches
- 15" round 1/8 glass with colored engrave
- 15" brass plate with colored engrave

D. 5 PCS INSTALLATION OF BRASS PLATE AND GLASS ENGRAVING FOR WOODEN TROPHY

Specifications:

- Wooden base size: 12 inches x 12 inches x 9 inches
- 12" round 1/8 glass with colored engrave
- 12" brass plate with colored engrave

TOTAL ABC: Three Hundred Fifty Three Thousand One Hundred Pesos Only. ₱ 353, 100.00



II. OTHER TERMS AND CONDITIONS

1. Partial bids are not allowed. Bidders shall submit proposal for all items stated above.
2. Upon receipt of the Purchase Order (P.O), the winning supplier shall submit sample within three (3) working days for proofreading and approval.
3. The prospective bidder shall submit the following eligibility documents as prescribed below:
 - a. SEC or DTI Registration certificate
 - b. Mayor's Permit
 - c. PhilGEPS Registration
 - d. Prescribed Omnibus Sworn Statement (notarized)
4. Financial proposal and complete set of eligibility documents shall be submitted in a sealed envelope on or before June 9, 2025 08:00am at the General Services Division's office 5th floor, PCA R&D Bldg., Diliman, Quezon City.
5. Incomplete submission of requirements upon deadline will result into disqualification of bids.
6. The supplier shall deliver the complete items as per P.O. within 7 working days upon approval of the final layout.
7. Payment terms: 30 days upon acceptance

Conforme:

Bidder's Authorize

Representative Date: _____