



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF AGRICULTURE
PHILIPPINE COCONUT AUTHORITY
Elliptical Road, Diliman, Quezon City 1101 Philippines
Tel. Nos.: (02) 8928-4501 to 09 Fax No.: (02) 8926-7631
<http://www.pca.da.gov.ph>

LETTER

DOC. REF. NO.	
EFFECTIVE DATE	
REVISION NO.	0
NO. OF PAGES	2

May 5, 2022

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.8645931 for the "SUPPLY, DELIVERY, INSTALLATION AND COMMISSIONING OF 1 UNIT 3TR FLOOR MOUNTED INVERTER AIRCON" in accordance with Section 53.9 of the Implementing Rules and Regulations Act No. 9184 with the following details.

ITEMS	ABC
Supply, Delivery, Installation and Commissioning of 1 unit 3TR Floor mounted inverter aircon	₱120,000.00

The prospective bidder shall submit the following eligibility documents with the financial proposal in a sealed envelope:


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

Submission of financial proposal and eligibility documents in a sealed envelope is from May 06 to May 11, 2022, 10:00 am at the General Services Division's office 5th floor, PCA R&D Building, Diliman Quezon City.

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

Very Truly Yours,


EDSEL B. PABELLANO
Division Chief
General Services Division

TERMS OF REFERENCE

I. PROJECT AND LOCATION

PROJECT:SUPPLY, DELIVERY, INSTALLATION AND COMMISSIONING OF ONE (1) UNIT 3TR FLOOR MOUNTED AIRCONDITIONER, INVERTER TYPE AIRCON

LOCATION: 6th floor, PCA R&D Bldg. Elliptical Road, Quezon City

II. SCOPE OF WORK

The work to be performed shall be:

1. Fabrication of steel brackets and base for indoor and outdoor unit.
2. Installation of AC unit based on standard workmanship and using quality materials; i.e. copper tube, drain pipe, Freon, etc.
3. Testing and commissioning.

III. OTHER TERMS AND CONDITIONS

1. The prospective supplier shall submit the following eligibility documents together with the financial proposal in a sealed envelope on or before May 11, 2022, 10:00am at 5th floor, PCA R&D Building, Diliman, Quezon City.

- a. SEC or DTI Registration certificate
- b. Mayor's Permit
- c. Philgeps Registration
- d. Prescribed Omnibus Sworn Statement
- e. Certification issued by distributor/manufacturer/principal that the brand and make being carried is in the Philippine market for the last ten (10) years.

2. Warranty Period: 1 year after acceptance

3. Delivery and installation: 15Working Days upon receipt of approved Purchase Order (P.O)

4. Payment terms: 30 days upon acceptance

Conforme:

Bidder's Authorize Representative

Date: _____