



REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF AGRICULTURE**  
**PHILIPPINE COCONUT AUTHORITY**  
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<b>LETTER</b>	DOC. REF. NO.	
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### 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. **9995139** for the “SUPPLY AND DELIVERY OF LAB GOWN, LAB COAT AND LAB SHOES” 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 LAB GOWN, LAB COAT AND LAB SHOES	₱107,650.00

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 August 1, to August 7, 2023 10:00 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](mailto: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](mailto: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 VARIOUS LABORATORY GOWN, LABORATORY COAT (WITH PRINTED LOGO) & LABORATORY SHOES

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

### II. SCOPE OF WORK

1. Supply and delivery of various lab gown, lab coat and lab shoes with the following specifications:

**LOT 1: ₱67,500.00**

- I. **LABORATORY COAT- LONG SLEEVES (15 PIECES)**
- II. **LABORATORY GOWN-SHORT SLEEVES (15 PIECES)**

#### **Specification:**

- a. **Color:** White color fabric
- b. **Materials:** Fabric negligible to shrinkage
- c. **Embroidered left chest logo**
  - i. PCA LSD logo (front) (full color) :3 in x 3in
  - ii. Employee's Initial and last name (front) (black color)
- d. **Others**
  - i. With pocket on the left chest part: left and right waist part
  - ii. With opening pocket ( as per sample)
  - iii. Each personnel must be measured of preferred size, on site
  - iv. For any alteration, the supplier must come on site at no cost to the end user and return within 7 days upon receipt of the item/s

**LOT 2: LABORATORY SHOES ₱36,100.00**

**I. FOR MALE- 8 PAIRS**

**II. FOR FEMALE- 7 PAIRS**

#### **Specification:**

- e. **Color:** White color

- f. Materials:** Slip resistant
- g. (see attached sizes on annex b)**
  - Provision of sample laboratory shoes by the winning supplier

**LOT 3: ₱4,050.00**

**I. 3 PCS LABORATORY GOWN, TETORON FABRIC (MEDIUM)**

**II. 2 PAIRS DURALIGHT SHOES**

- White
- Slip-on
- Unisex
- US size 8

**III. 2 PAIRS DURALIGHT SHOES**

- White
- Slip-on
- Unisex
- US size 9

**IV. 2 PAIRS DURALIGHT SHOES**

- White
- Slip-on
- Unisex
- US size 10

**V. 3 BOXES DISPOSABLE SURGICAL CAP/BOUFFANT CAP**

- 21 Inches
- 100 pcs/ box

**VI. 3 PACKS DISPOSABLE SHOE COVER, NON-WOVEN FABRIC**

- 100 pcs/ PACK

**TOTAL ABC: (₱107,650.00)**

2. Upon receipt of the Purchase Order (P.O), the winning supplier shall submit sample within three (3) working days for approval.

3. The supplier shall deliver the complete items per P.O within fifteen (30) working days from approval of the final sample

4. Deadline for submission of proposal is on or before August 7,2023 9:00am at Procurement Unit, 5<sup>th</sup> 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 August 7,2023 9:00am at 5<sup>th</sup> 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 August 1 to August 7,2023 9:00 am

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

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

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

Conforme:

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Bidder's Authorized Representative