



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF AGRICULTURE
PHILIPPINE COCONUT AUTHORITY
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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. **9266735** for the “SUPPLY, DELIVERY, INSTALLATION AND COMMISSIONING OF ONE (1) UNIT 2.5HP SPLIT-TYPE WALL MOUNTED AIRCONDITIONER, INVERTER TYPE” 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 ONE (1) UNIT 2.5HP SPLIT-TYPE WALL MOUNTED AIRCONDITIONER, INVERTER TYPE	₱77,000.00

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 November 23, to November 28, 2022, 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

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 VARIOUS OFFICE FURNITURE

LOCATION: PHILIPPINE COCONUT AUTHORITY DILIMAN, QUEZON CITY

II. SCOPE OF WORK

1. Supply and delivery of various office furniture:

Lot No.	ITEM DESECRPTION	SPECIFICATION	APPROVED BUDGET FOR THE CONTRACT (ABC)
LOT 1	1 UNIT EXECUTIVE CHAIR W/O ARM REST	Color: black Heigh adjustable, revolving	
	23 UNITS EXECUTIVE CHAIR	Fabric: Black cover and cushion Material: Nylon plastic arm Other: Medium back and revolving, Height adjustable Gas lift mechanism	
	2 UNITS 3-SEATER SOFA	Material: Fabric,high density foam. Color: brown	
	1 UNIT RECEIVING TABLE	Approx Size: Length-60 in, Width-30 in, Height: 30 in Color: Brown Material: Compressed wood panels with laminated melamine surface Others: Minimum two (2) drawers with one (1) locker, Scratch proof surface.	
	TOTAL ABC:		₱ 222,500.00

Note: The color swatches and style shall be submitted by the winning bidder for approval.

IV. OTHER TERMS AND CONDITIONS

1. The prospective bidder shall submit the following together with the proposal in a sealed envelope on May 2, 2023 9:00 am at 5th floor, General Services Division,PCA R&D Building. Diliman, Quezon City.

- a. SEC or DTI Registration Certificate
- b. Mayor's 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 April 27 to May 2, 2023 9:00 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 is 30 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