



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#10036970 for the "Catering Services (Cocoweeek Opening)" in accordance with Section 53.9 of the Implementing Rules and Regulations Act No. 9184 with the following details.

| ITEMS | ABC |
|---------------------------------------|----------------|
| Catering Services (Cocoweeek Opening) | Php. 70,000.00 |

The prospective bidders may bid for any lot or all of the lots mentioned above and shall submit the following in a sealed envelope.

- SEC or DTI Registration Certificate
- Mayor's Permit or Business Permit CY2023
- PhilGEPS Registration
- Prescribed Omnibus Sworn Statement (10 items)

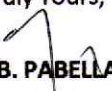
Financial proposal and complete set of eligibility documents shall be submitted in either of the following manner from August 12 to 16, 2023, 9:00am.

- Manual/physical submission in a sealed envelope at the General Services Division's office, 5th floor, PCA R&D Bldg., Diliman, Quezon City
- 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 loc. 406/408 or email us at pcaqc@yahoo.com

Very Truly Yours,


EDSEL B. PABELLANO
Division Chief III, GSD

TERMS OF REFERENCE

I. Project and Location

To provide catering services to all guests during Opening Day of the 37th National Coconut Week Celebration at Philippine Coconut Authority, Elliptical Road, Diliman, Quezon City.

II. Scope of Work

1. Supply/Delivery of the following in buffet setup:

| Meals | Serving Time | No. of Pax | Menu |
|-----------|--------------------|------------|--------------------------------------------------------------------------|
| AM Snacks | 7:30 AM - 10:00 AM | 90 | Free Flowing Coffee, Canapés |
| Lunch | 11:00 AM - 1:00 PM | 90 | Plain rice, chicken, beef, vegetable salad bar, buko pandan, fruit juice |
| PM Snacks | 2:30 PM - 3:30PM | 90 | Pasta with Bread, fruit juice |

2. Provision of the following services:
- One (1) food server/waiter
 - Tables and Chairs with centerpiece and table cover
3. Venue and Schedule of Setup/Ingress:
- Venue:** PCA Coconut Showroom and Hallway, Ground Floor Philippine Coconut Authority, Elliptical Road, Diliman, Quezon City
- Date and Time:** August 22, 2023; 6:00 AM - 7:00AM

OTHER TERMS AND CONDITIONS

1. 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 (notarized)
2. Financial proposal and complete set of eligibility documents shall be submitted in either of the following manner from August 12 to 16, 2023, 9:00am:
- 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

Conforme:

Bidder's Authorized Representative