



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#10206816 for the "Catering Services and Packed Meals" in accordance with Section 53.9 of the Implementing Rules and Regulations Act No. 9184 with the following details.

ITEMS	ABC
Catering Services and Packed Meals on October 16 to 21, 2023	Php. 488,450.00

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 October 10 to 13, 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

PROJECT : To provide buffet & packed meals for the Training-Workshop on the Formulation of PCA GAD Agenda and Consultative Meeting with Regional AOs and Representatives from October 16 to 21, 2023.

LOCATION : PCA Central Office Diliman, Quezon City.

II. SCOPE OF WORK

Supply and delivery of meals:

Date	Time of delivery	Food	No. of Pax
October 16	5:00 PM	Dinner - Food packed Steamed Rice Fish/Seafood Beef/Chicken Vegetables Dessert Bottled Juice/Cola	46
October 17-19, 2023		Full board plus free flowing coffee, Buffet style	66
	6:00 AM	Breakfast Silog Fruits Juice	
	9:00 AM	AM Snack Pasta/Pansit/Sandwich/Kakanin with side dish Juice/Cola	
	11:00 AM	Lunch Fish/Seafood Beef/Chicken Vegetables Dessert Juice/Cola	
	2:00 PM	PM Snack Pasta/Pansit/Sandwich/Kakanin with side dish Juice/Cola	
	4:30 PM	Dinner - Food packed Steamed Rice Fish/Seafood Beef/Chicken Vegetables Dessert Bottled Juice/Cola	
October 20, 2023		Full board plus free flowing coffee, Buffet style	60
	6:00 AM	Breakfast Silog Fruits	

		Juice	
	9:00 AM	AM Snack Pasta/Pansit/Sandwich/Kakanin with side dish Juice/Cola	
	11:00 AM	Lunch Fish/Seafood Beef/Chicken Vegetables Dessert Juice/Cola	
	2:00 PM	PM Snack Pasta/Pansit/Sandwich/Kakanin with side dish Juice/Cola	
	4:30 PM	Dinner - Food packed Steamed Rice Fish/Seafood Beef/Chicken Vegetables Dessert Bottled Juice/Cola	
October 21, 2023	5:30 AM	Breakfast - Food packed Silog Fruits Bottled Juice/Cola	41

The approved budget for this contract is **Four Hundred Eighty-Eight Thousand Four Hundred Fifty Pesos Only (P488,450.00)**.

III. OTHER TERMS AND CONDITION

1. Partial bids are not allowed. Bidders shall submit proposal for all items stated above.
2. The prospective bidder shall submit the following eligibility documents as prescribed below:
 - a. SEC or DTI or CDA Registration Certificate
 - b. Mayor's Permit
 - c. PhilGEPS Registration
 - d. Prescribed Omnibus Sworn Statement (notarized)
3. Financial proposal and complete set of eligibility documents shall be submitted in a sealed envelope on or before October 10 to 13, 2023, 10:00am at the General Services Division's office 5th floor, PCA R&D Bldg., Diliman, Quezon City.
4. **Incomplete submission of requirements upon deadline will result into disqualification of bids.**
5. Delivery period: DATE OF EVENT
6. Payment terms: 30 days upon completion

Conforme:

Bidder's Authorize Representative
Date: _____