



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF AGRICULTURE
PHILIPPINE COCONUT AUTHORITY
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LETTER	DOC. REF. NO.	
	EFFECTIVE DATE	
	REVISION NO.	0
	NO. OF PAGES	1

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. **9838674** for the “PROVIDE FOOD CATERING SERVICE FOR 100 PAX” in accordance with Section 53.9 of the Implementing Rules and Regulations Act No. 9184 with the following details.

ITEMS	ABC
PROVIDE FOOD CATERING SERVICE FOR 100 PAX	₱65,000.00

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 June 10 to June 13, 2023 09:00 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 : To provide meals for the conduct of Consultative and Harmonization Meeting and Workshop on September 19-23, 2023

LOCATION : PCA Cental Office Diliman, Quezon City

II. SCOPE OF WORK

Provide meals for the conduct of Consultative and Harmonization Meeting and Workshop on September 19-23, 2023:

LOT 1: MEALS TO BE SERVED

1. Dinner (Food packs) for 60 pax on September 19, 2023.

MENU:

- Rice
- Chicken/Fish
- Beef
- Vegetables (non pork)
- Dessert (choice of: Banana, Leche flan, Coffee jelly, Mango tapioca, Assorted Fruits)
- Bottled water

2. Full board meals (Buffet style) for 80 pax on September 20, 2023.

MENU:

Breakfast

- Fried Boneless Bangus
- Fried rice/plain rice
- Fried egg
- Bottled juice

AM snacks

- Clubhouse/Tuna sandwich/Pasta
- Chips/Toasted Bread
- Bottled juice

Lunch

- Rice
- Chicken/Fish
- Beef
- Vegetables (non pork)
- Dessert (choice of: Banana, Leche flan, Coffee jelly, Mango tapioca, Assorted Fruits)
- Bottled water

PM snacks

- Clubhouse/Tuna sandwich/Pasta
- Chips/Toasted Bread
- Bottled juice

Dinner

- Rice
- Chicken/Fish
- Beef
- Vegetables (non pork)
- Dessert (choice of: Banana, Leche flan, Coffee jelly, Mango tapioca, Assorted Fruits)
- Bottled water

3. Full board meals (Buffet style) for 70 pax on September 21-22, 2023.

MENU:**Breakfast**

- Fried Boneless Bangus
- Fried rice/plain rice
- Fried egg
- Bottled juice

AM snacks

- Clubhouse/Tuna sandwich/Pasta
- Chips/Toasted Bread
- Bottled juice

Lunch

- Rice
- Chicken/Fish
- Beef
- Vegetables (non pork)
- Dessert (choice of: Banana, Leche flan, Coffee jelly, Mango tapioca, Assorted Fruits)
- Bottled water

PM snacks

- Clubhouse/Tuna sandwich/Pasta

- Chips/Toasted Bread
- Bottled juice

Dinner

- Rice
- Chicken/Fish
- Beef
- Vegetables (non pork)
- Dessert (choice of: Banana, Leche flan, Coffee jelly, Mango tapioca, Assorted Fruits)
- Bottled water

4. Breakfast (food packs) for 10 pax on September 21,2023.

MENU:

- Beef Tapa
- Fried egg
- Fried rice/plain rice
- Assorted pastries/bread

5. Breakfast (food packs) for 50 pax on September 23,2023.

MENU:

- Chicken Adobo
- Fried egg
- Fried rice/plain rice
- Assorted fruits/Banana

- Free-flowing coffee on day 2 to day 5.
- Provide plates, glasses, spoon and forks and other cutleries to be used during meals.
- Provide atleast two (2) uniformed waiters during the activity
- The winning supplier shall provide buffet set up including buffet table.
- Provide round tables and chairs with table cloth and seat cover for 80 pax .

TOTAL ABC: 470,000.00

III. OTHER TERMS AND CONDITION

1. The prospective bidder shall submit the following together with their financial proposal in a sealed envelope on September 18, 2023, 09:0am at 5th floor, General Services Division, PCA R&D Building, Diliman, Quezon City.

- a. SEC/DTI/CDARegistration Certificate
- b. Mayors' Permit or Business Permit

- c. PHILGEPS Registration
- d. Omnibus Sworn Statement (10 items)

Financial proposal and complete set of eligibility documents shall be submitted in either of the following manner from September 14-18,2023 09:00am

- 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 pcagc@yahoo.com

Delivery /Payment terms: Date of Event
Payment is 15 days upon completion.

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

Conforme:

Bidder's Authorized Representative