



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#10133767 for the "Catering of Packed and Full Board Meals" in accordance with Section 53.9 of the Implementing Rules and Regulations Act No. 9184 with the following details.

ITEMS	ABC
Catering of Packed and Full Board Meals	Php. 602,700.00

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
- Current Income Tax Return duly received by BIR
- Prescribed Omnibus Sworn Statement (10 items)

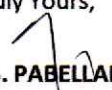
Financial proposal and complete set of eligibility documents shall be submitted in either of the following manner from September 15 to 18, 2023, 10:00am.

- 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

PROJECT : CATERING SERVICES OF PACKED MEALS & FULL BOARD MEALS

LOCATION : PCA ELLIPTICAL RD. DILIMAN, QUEZON CITY

I. SCOPE OF WORK

1. Packed Meal (Dinner) for 42pax on September 19, 2023
2. Catering services of full board meals (Breakfast, AM Snack, Lunch, PM Snack, Dinner) for 42pax on September 20 to 26, 2023 (Buffet with Free Flowing Coffee)
3. Menu shall be submitted for approval of the end-user.
4. The suppliers shall provide tables and chairs good for 50pax.

Other Requirements:

Banquet Manager or Supervisor (acting as banquet coordinators)
Trained and Uniformed Waiters and Buffet Attendants
Use of complete set of dinnerware, flatware and glassware
Purified drinking water and ice for the drinks
Complete, skirted buffet setup with centerpiece
Cocktail tables dressed with fine-looking floor length linens
Beautiful centerpieces with fresh flowers on your guests' tables

Ingress of dining set-up: September 19, 2023

TOTAL ABC: Php. 602,700.00

OTHER TERMS AND CONDITIONS

1. The prospective bidder shall submit the following eligibility documents as prescribed below:
 - a. SEC or DTI Registration certificate
 - b. Mayor's Permit
 - c. PhilGEPS Registration
 - d. Current Income Tax Return duly received by BIR
 - e. Prescribed Omnibus Sworn Statement (notarized)
2. Financial proposal and complete set of eligibility documents shall be submitted in either of the following manner from September 15 to 18, 2023, 10:00am:
 - a. Manual/physical submission in a sealed envelope at the General Services Division's office 5th floor, PCA R&D Building, Diliman Quezon City; or
 - b. Via online or electronic submission at pcaqc@yahoo.com

Conforme:

Bidder's Authorized Representative