



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF AGRICULTURE
PHILIPPINE COCONUT AUTHORITY
Elliptical Road, Diliman, Quezon City 1101 Philippines
Tel. Nos.: (02) 8928-4501 to 09 Fax No.: (02) 8926-7631
<http://www.pca.da.gov.ph>

May 26, 2022

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#8699317 for the "Function Hall with Meals and Accommodation" in accordance with Section 53.9 of the Implementing Rules and Regulations Act No. 9184 with the following details.

ITEMS	ABC
Function Hall with Meals and Accommodation	Php. 970,000.00

The prospective bidders shall submit the following in a sealed envelope.

- SEC or DTI Registration Certificate
- Mayor's Permit or Business Permit
- Current Income Tax Return duly received by BIR
- 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 May 26 to 30, 2022, 11:00am.

- 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
General Services Division

"A food-secure Philippines with prosperous farmers and fisherfolk"



ANNEX “A”**TERMS OF REFERENCE****I. Project and Location**

To provide conference/breakout rooms, meals and accommodation which can accommodate 150 participants for the conduct of the CFIDP Harmonization and Convergence Workshop on June 1 - 3, 2022 in Quezon City.

II. Scope of Work

1. Provide conference/breakout rooms with the following equipment and facilities:

DATE	ROOM REQUIREMENT			
	No. of Rooms	Purpose/ Activity	No. of Persons to be accommodated	Inclusions and expected time of use
June 1 to 3, 2022	1 Conference Room (classroom type)	Opening program/discussion/ workshop	150	8:00 am – 5:00 pm •WiFi Internet Access •LCD Projector and Screen •Basic Sound System •White Board/ Flip Chart •Extension Cords
June 1 – 2, 2022	2 breakout rooms (boardroom / round table style)	Breakout sessions between IAs per project components	50	June 1 12:30 – 2:00 PM 2:00 – 4:00 PM June 2 9:00 AM – 10:30 AM 10:30 AM – 12:00 NN 3:00 PM – 4:00 PM •WiFi Internet Access •LCD Projector and Screen •Basic Sound System •White Board/ Flip Chart •Extension Cords

2. Provide double sharing and triple sharing air-conditioned rooms w/ complimentary breakfast on June 1 to 3 for 15 pax.

Check in: June 1, 2022

Check out: June 3, 2022

3. Meals to be served for 150pax. (June 1 to 3, 2022)
Submit proposed menu with complimentary free flowing coffee and water to be approved by PCA.
 - a. AM Snack
 - b. Lunch
 - c. PM Snack
4. Provide parking area for the participants.

Conforme:

Bidder's Representative