



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF AGRICULTURE
PHILIPPINE COCONUT AUTHORITY
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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. **10002404** for the “SUPPLY AND DELIVERY OF VARIOUS KITCHENWARES” in accordance with Section 53.9 of the Implementing Rules and Regulations Act No. 9184 with the following details.

ITEMS	ABC
SUPPLY AND DELIVERY OF VARIOUS KITCHENWARES	₱55,300.00

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 August 3, to August 9, 2023, 10:00 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: SUPPLY AND DELIVERY OF VARIOUS KITCHENWARE, UTENSILS AND DINNERWARE

LOCATION: PHILIPPINE COCONUT AUTHORITY DILIMAN, QUEZON CITY

II. SCOPE OF WORK

1. Supply and delivery of various Kitchenwares, Utensils and Dinnerwares:

1 LOT CONSISTING OF THE FOLLOWING ITEMS:

- 2 dozens Saucer (*Ceramic or glass*)
- 3 dozens Cups (*Ceramic or glass*)
- 3 dozens Spoon & Fork (*Stainless steel*)
- 2 dozens Drinking glass (*Clear glass, tumbler*)
- 2 dozens Plates (*Glass or ceramic*)
- 2 dozens Soup bowl (*microwavable, Ceramic, tempered glass*)
- 1 dozen Serving Plate (*microwavable, Ceramic, tempered glass*)
- 6 pcs Plastic serving tray
- 1 dozen Serving Spoon (*Stainless steel*)
- 1 dozen Serving Fork (*Stainless steel*)
- 6 pcs Glass pitcher
- 1 set Kitchen Utensils (*Nylon kitchen tools*)
- 2 pcs Non-stick cooking pots (*Ceramic, 25cm*)
- 2 pcs Non-stick frying pans (*Ceramic, 24cm*)
- 1 pc Food trolley (*3 layers, Melanin plastic*)
- 1 set Kitchen knife (*Stainless steel, Various sizes, with knife block*)

TOTAL ABC: 55,300.00

IV. OTHER TERMS AND CONDITIONS

1. The prospective bidder shall submit the following together with the proposal in a sealed envelope August 9, 2023 9:00 am at 5th floor, General Services Division, PCA R&D Building. Diliman, Quezon City.

- a. SEC or DTI Registration Certificate
- b. Mayor's Permit
- c. Philgeps Registration
- d. Omnibus Sworn Statement

Financial proposal and complete set of eligibility documents shall be submitted in either of the following manner from August 3 to August 9, 2023 9:00 am

- 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: The delivery period is 15 working days .
Payment is 15 days upon completion.

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

Conforme:

Bidder's Authorized Representative