



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. **10115047** for the "PROCUREMENT OF LAB GOWN, LAB COAT AND SHOES" in accordance with Section 53.9 of the Implementing Rules and Regulations Act No. 9184 with the following details.

ITEMS	ABC
PROCUREMENT OF LAB GOWN, LAB COAT AND SHOES	₱107,650.00

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 September 9 to September 13, 2023 9:00 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 LABORATORY GOWN, LABORATORY COAT (WITH PRINTED LOGO) & LABORATORY SHOES

LOCATION : PCA R&D Bldg. Diliman, Quezon City

II. SCOPE OF WORK

1. Supply and delivery of various lab gown, lab coat and lab shoes with the following specifications:

LOT 1: ₱67,500.00

- I. **LABORATORY COAT- LONG SLEEVES (15 PIECES)**
- II. **LABORATORY GOWN-SHORT SLEEVES (15 PIECES)**

Specifications:

- a. **Color:** White color fabric
- b. **Materials:** Fabric negligible to shrinkage
- c. **Embroidered left chest logo**
 - i. PCA LSD logo (front) (full color) :3 in x 3in
 - ii. Employee's Initial and last name (front) (black color)
- d. **Others**
 - i. With pocket on the left chest part: left and right waist part
 - ii. With opening pocket (as per sample)
 - iii. Each personnel must be measured of preferred size, on site
 - iv. For any alteration, the supplier must come on site at no cost to the end user and return within 7 days upon receipt of the item/s

LOT 2: LABORATORY SHOES ₱36,100.00

I. FOR MALE- 8 PAIRS

II. FOR FEMALE- 7 PAIRS

Specification:

- e. **Color:** White color

- f. Materials:** Slip resistant
- g. (see attached sizes on annex b)**
 - Provision of sample laboratory shoes by the winning supplier

LOT 3: ₱4,050.00

I. 3 PCS LABORATORY GOWN, TETORON FABRIC (MEDIUM)

II. 2 PAIRS DURALIGHT SHOES

- White
- Slip-on
- Unisex
- US size 8

III. 2 PAIRS DURALIGHT SHOES

- White
- Slip-on
- Unisex
- US size 9

IV. 2 PAIRS DURALIGHT SHOES

- White
- Slip-on
- Unisex
- US size 10

V. 3 BOXES DISPOSABLE SURGICAL CAP/BOUFFANT CAP

- 21 Inches
- 100 pcs/ box

VI. 3 PACKS DISPOSABLE SHOE COVER, NON-WOVEN FABRIC

- 100 pcs/ PACK

TOTAL ABC: (₱107,650.00)

2. Upon receipt of the Purchase Order (P.O), **the winning supplier shall submit sample within three (3) working days for approval.**

3. The supplier shall deliver the complete items per P.O within fifteen (30) working days from approval of the final sample

4. Deadline for submission of proposal is on or before September 13, 2023 9:00am at Procurement Unit, 5th Floor PCA R&D Building, Diliman, Quezon City.

III. OTHER TERMS AND CONDITION

1. The prospective bidder shall submit the following together with their financial proposal in a sealed envelope on September 13, 2023 9:00am at 5th floor, General Services Division, PCA R&D Building, Diliman, Quezon City.

- a. SEC and DTI Registration Certificate
- b. Mayors' 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 September 9 to September 13, 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 pcaqc@yahoo.com

Delivery /Payment terms: The delivery period from approval of final sample is 30 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