



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>

July 21, 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# 8851620 for the "Spill Containment Tray & Tungsten Lamp" in accordance with Section 53.9 of the Implementing Rules and Regulations Act No. 9184 with the following details.

ITEMS	ABC
Lot 1 – Ten (10) pcs. Spill Containment Tray	Php. 50,000.00
Lot 2 – One (1) pc. Tungsten Lamp	Php. 18,659.20

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

- SEC or DTI Registration Certificate
- Mayor's Permit or Business Permit
- 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 July 21 to July 27, 2022, 1:00pm.

- Manual/physical submission in a sealed envelope at the General Services Division's office, 5<sup>th</sup> floor, PCA R&D Bldg., Diliman, Quezon City
- Via online or electronic submission at [pcaqc@yahoo.com](mailto: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](mailto:pcaqc@yahoo.com)

Very Truly Yours,

**EDSEL B. PABELLANO**  
Division Chief  
General Services Division

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



## TERMS OF REFERENCE

**PROJECT : SUPPLY AND DELIVERY OF SPILL CONTAINMENT TRAY & TUNGSTEN LAMP**

**LOCATION : PCA R&D BUILDING DILIMAN, QUEZON CITY**

### **SCOPE OF WORK:**

1. Supplier shall provide/supply and deliver **SPILL CONTAINMENT TRAY & TUNGSTEN LAMP** duly in accordance with the specifications and delivery schedule

#### **I. ITEMS/SPECIFICATIONS**

**Lot 1 - Ten (10) pcs. Spill Containment Tray (Php. 5,000.00 each)**  
Size: 58cm X 69cm or 23" X 27"

**Lot 2 - One (1) pc. Tungsten Lamp (Php. 18,659.20)**  
P/N: B0114620  
Lamp Envelope: Quartz  
Clip/Holder: Steel

#### **II. OTHER TERMS AND CONDITIONS**

1. The prospective bidders may bid for any lot or all of the lots mentioned above and shall submit the following in a sealed envelope.
  - a. SEC or DTI Registration Certificate
  - b. Mayor's Permit or Business Permit
  - c. PhilGEPS Registration
  - d. Prescribed Omnibus Sworn Statement (10 items)
2. Financial proposal and complete set of eligibility documents shall be submitted in either of the following manner from July 21 to 27, 2022, 1:00pm.
  - a. Manual/physical submission in a sealed envelope at the General Services Division's office, 5<sup>th</sup> floor, PCA R&D Bldg., Diliman, Quezon City
  - b. Via online or electronic submission at [pcaqc@yahoo.com](mailto:pcaqc@yahoo.com)
3. The delivery period from the receipt of Purchase Order is **60 CALENDAR DAYS**.

Conforme:

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Bidder's Authorized Representative