



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#10415523 for the "Meals for PCA Christmas Party" in accordance with Section 53.9 of the Implementing Rules and Regulations Act No. 9184 with the following details.

ITEMS	ABC
Meals for PCA Christmas Party on December 19, 2023.	Php. 232,800.00

The prospective bidders shall submit the following 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 December 12 to 15, 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


EDSEL B. RABELLANO
Division Chief III, GSD

Philippine Coconut Authority
TERM OF REFERENCE
**Meal (lunch) and snack (PM) for the PCA 2023 Year End Assessment and Thanksgiving Celebration
On 19 December 2023**

I. PROJECT

To provide meals (lunch) and (PM) snacks for 291 employees/guests during the PCA 2023 Year-End Assessment and Thanksgiving Celebration on 19 December 2023 PCA covered court including (20) tables and (200) chairs with table cloth

II. SCOPE OF WORK

1. To provide meals (packed lunch) consisting of the following (291pax):
 - Main dish – beef; chicken; lumpiang shanghai and vegetable
 - Steamed rice
 - Soup
 - Dessert
 - Soda/Juice
2. To provide PM snacks consisting of the following (good for 291 pax):
 - Hot puto bumbong (freshly baked)
 - Hot bibingka (freshly baked)
 - Sapin sapin
 - Biko
 - Nilupak
 - Kutsinta
 - Palitaw
 - Juice/soda
 - Hot choco and coffee (free-flowing)

III. APPROVED BUDGET

The approved budget contract is Php 232,800.00 inclusive of tax.

IV. MODE OF PAYMENT

Payment shall be made (15) days from completion of the event.

V. OTHER TERMS AND CONDITIONS

1. Partial bids are not allowed. Bidders shall submit proposal for all items stated above.
2. The prospective bidder shall submit the following eligibility documents as prescribed below:
 - a. SEC or DTI or CDA Registration Certificate
 - b. Mayor's Permit
 - c. PhilGEPS Registration
 - d. Prescribed Omnibus Sworn Statement (notarized)
3. Financial proposal and complete set of eligibility documents shall be submitted in a sealed envelope on or before December 15, 2023, 10:00am at the General Services Division's office 5th floor, PCA R&D Bldg., Diliman, Quezon City.

CONFORME: _____