



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>

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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. **10002161** for the "SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES" 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 OFFICE SUPPLIES	₱53,870.00

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 OFFICE SUPPLIES

LOCATION: PHILIPPINE COCONUT AUTHORITY DILIMAN, QUEZON CITY

II. SCOPE OF WORK

1. Supply and delivery of various office supplies:

1 LOT CONSISTING OF THE FOLLOWING ITEMS:

10 packs double sided tape	₱300.00
42 pcs Toblerone Acrylic 12"x4"x4" A4 size	₱8,820.00
20 pcs Acrylic A4 stand 21.5cm x 30cm	₱8,000.00
20 pcs Acrylic 4x6 inch A6 size	₱4,200.00
5 pcs Manila paper	₱50.00
1 pc Heavy duty round extension wire 10 meters	₱1,500.00
5 pcs Heavy duty extension 3 meters	₱1,500.00
6 pcs Adaptor Multi type	₱900.00
30 pcs Document file 3 hole (A4 size, Green, 4 inches thickness)	₱8,400.00
30 pcs Document file 3 hole (A4 size, Green, 3 inches thickness)	₱7,500.00
10 pcs Document file 3 hole (A4 size, Green, 1 inch thickness)	₱1,550.00
30 pcs Tag board Heavy duty metal ring (green)	₱4,350.00
1 pc Stainless Steel paper cutter/Paper trimmer 15" x 12"	₱2,000.00
1 pc 3- Hole Puncher	₱1,300.00
1 pc Stand Fan	₱3,500.00

TOTAL ABC: 53,870.00

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 pcaqc@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