



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF AGRICULTURE
PHILIPPINE COCONUT AUTHORITY
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LETTER	DOC. REF. NO.	
	EFFECTIVE DATE	
	REVISION NO.	0
	NO. OF PAGES	1

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. **10262999** 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	₱55,605.00

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 October 27 to October 31, 2023, 09:00 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



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:

150pcs Pencil number 2

10pcs CMOS Battery

1600pcs Vellum Board A4 200GSM (cream or white color)

600pcs Expanding Folder (Green) Local (Long)

100pcs Permanent marker black

150pcs Notebook Steno

14 packs Photo Paper A4

25 Box Push pin

6 Packs White Board push pins magnet

150pcs Sign Pen Blue 0.5mm

100pcs. Transparent Scotch Tape 24mm x 50mm

80pcs Arch File 2 holes, A4 Green

50pcs Arch File 2 holes, Legal Green

10pcs Pencil Sharpener

10pcs Stapler

TOTAL ABC: 55,605.00

IV. OTHER TERMS AND CONDITIONS

1. The prospective bidder shall submit the following together with the proposal in a sealed envelope on October 31, 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 October 27 to October 31, 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