



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>

### 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. 9741505 for the "SUPPLY AND DELIVERY OF POLO SHIRT FOR PCA SPORTS FEST" 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 195 pcs polo shirt for PCA Physical fitness activities and sports fest with printing services (as per prescribed design) for male and female employees of Philippine Coconut Authority.	₱71,200.00

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 a sealed envelope on or before May 11 to 15, 2023, 10:00am at the General Services Division's office 5th floor, PCA R&D Bldg., Diliman, Quezon City.

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](mailto:pcaqc@yahoo.com)

**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 POLO SHIRT FOR PCA SPORTS FEST

**LOCATION:** PCA CENTRAL OFFICE R&D BLDG., DILIMAN, QUEZON CITY

**I. SCOPE OF WORK**

Supply and delivery of 195 pcs polo shirt for PCA Physical fitness activities and sports fest with printing services (as per prescribed design) for male and female employees of Philippine Coconut Authority.

Sample of polo shirt fabric shall be presented to PCA Human Resource Division before award.

**II. APPROVED BUDGET OF CONTRACT**

The approved budget of contract is Seventy One Thousand Two Hundred Pesos Only (₱71,200.00).

**III. OTHER TERMS AND CONDITIONS**

1. The prospective bidder shall submit the following eligibility documents:

- a. SEC or DTI Registration certificate
- b. Mayor's Permit
- c. PhilGEPS Registration
- d. Prescribed Omnibus Sworn Statement (notarized, 10 items)

2. Financial proposal and complete set of eligibility documents shall be submitted in a sealed envelope on or before May 11 to 15, 2023, 10:00am at the General Services Division's office 5th floor, PCA R&D Bldg., Diliman, Quezon City.

3. Delivery: 15 Calendar Days upon receipt of approved Purchase Order (P.O)

4. Payment terms: CASH

Conforme:

\_\_\_\_\_  
Bidder's Authorize Representative

Date: \_\_\_\_\_