



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>

LETTER

DOC. REF. NO.	
EFFECTIVE DATE	
REVISION NO.	0
NO. OF PAGES	2

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. **8898878** for the "SUPPLY, DELIVERY AND PRINTING OF VARIOUS MANUAL" in accordance with Section 53.9 of the Implementing Rules and Regulations Act No. 9184 with the following details.

ITEMS	ABC
Supply, delivery and printing of various manual	P922,500.00
Total:	P922,500.00

The prospective bidder shall submit the following eligibility documents as prescribed below:

- SEC or DTI Registration certificate
- Mayor's Permit
- Current Financial Statement duly received by the BIR and Income tax Return filed through EFPS
- 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 5 to August 8, 2022 9:00am

- Manual/physical submission in a sealed envelope at the General Services Division's Office 5th floor, PCA R&D Building, Diliman Quezon City
- Via online or electronic submission at pcaqc@yahoo.com

Delivery: Delivery is 15 days upon receipt of Purchase Order


Payment terms: 15 days upon acceptance

The quoted price shall be valid 30 days upon receipt of Purchase Order.

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

Very Truly Yours,


EDSEL B. PABELLANO
Division Chief
General Services Division



TERMS OF REFERENCE

I. PROJECT AND LOCATION

PROJECT: PRINTING OF VARIOUS MANUAL

LOCATION: PCA R&D Bldg. Diliman, Quezon City

II. SCOPE OF WORK

Supply, delivery and printing of various manual with the following specifications:

1.

a. Printing of Coconut farmers & Industry Development Plan (CFIDP)

Hardbound Manual – 5pcs, 403 pages back-to-back

Specification:

Cover: Hardbound with Lamination C2S 220

Color: Cover and Inside Full Color

Paper: Inside C2S 120, Glossy

Process: Digital Printing

Size: 8.29” x 11.69”

b. Printing of Coconut farmers & Industry Development Plan (CFIDP)

Soft bound Manual – 275pcs, 403pages back-to-back.

Specification:

Cover: Softbound with Lamination C2S 220

Color: Cover and Inside Full Color

Paper: Inside C2S 120, Glossy

Process: Offset Printing

Size: 8.29” x 11.69”

c. Printing of Philippine Coconut Industry RoadMap 2021-2040 Manual (COCO-FIRM)

Hardbound Manual – 5pcs, 609pages back-to-back

Specification:

Cover: Hardbound with Lamination C2S 220

Color: Cover and Inside Full Color

Paper: Inside C2S 120, Glossy

Process: Offset Printing

Size: 8.29" x 11.69"

d. Printing of Philippine Coconut Industry RoadMap 2021-2040 Manual (COCO-FIRM)

Soft bound Manual – 30pcs, 609pages back-to-back

Specification:

Cover: Softbound with Lamination C2S 220

Color: Cover and Inside Full Color

Paper: Inside C2S 120, Glossy

Process: Offset Printing

Size: 8.29" x 11.69"

TOTAL ABC: ₱ 922,500.00

2. Upon receipt of notification, the lowest calculated supplier shall submit sample print of each item within three (3) days for proofreading and approval. If the sample print submitted did not pass the standard it will be rejected and the said supplier shall be disqualified. The second lowest supplier shall then be notified to submit sample print of each item. If the second lowest supplier's sample print did not pass the standard it shall be rejected and the said supplier shall be disqualified. The procedure shall be repeated until the supplier's sample print pass the standard.

3. The supplier shall complete the delivery within 15 days upon receipt of PO.

III. OTHER TERMS AND CONDITION

1. The prospective bidder shall submit the following together with their financial proposal in a sealed envelope on August 8, 2022 9am at 5th floor, General Services Division, PCA R&D Building, Diliman, Quezon City.

- a. SEC and DTI Registration Certificate
- b. Mayors' Permit
- c. Current Financial Statement duly received by the BIR and Income Tax Return filed through EFPS
- d. PHILGEPS Registration
- e. Omnibus Sworn Statement

3. Payment terms: 15 days upon acceptance

CONFORME:

Authorized Bidders Representative
(Printed Name and signature)