



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. **10264101** for the "PRINTING OF 10100PCS OF CERTIFICATE OF REGISTRATION" in accordance with Section 53.9 of the Implementing Rules and Regulations Act No. 9184 with the following details.

ITEMS	ABC
PRINTING OF 10100PCS OF CERTIFICATE OF REGISTRATION	₱202,000.00

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 08:00 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 : PRINTING OF 10,100 PCS PCA CERTIFICATE OF REGISTRATION WITH PRINTED REGIONAL CODE AND SERIAL NUMBER

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

II. SCOPE OF WORK

Supply, delivery and printing of 10,100 pcs PCA certificate of registration with printed regional code and serial number with the following specifications:

1. 10,100 PCS PRINTING OF PCA CERTIFICATE OF REGISTRATION WITH PRINTED REGIONAL CODE AND SERIAL NUMBER

Specification:

Size: 7" X 9"

Paper: Specialty paper 300gsm

Process: Offset printing

Color: Full color, 4/4 back to back

Others: with security print, Pre-assigned number per region.

QUANTITY: 10,100 pcs

TOTAL ABC: (₱202,000.00)

2. Upon receipt of the Purchase Order (P.O), **the winning supplier shall submit sample print within three (3) working days for proofreading and approval.**

3. The supplier shall deliver the complete items per P.O within fifteen (15) working days from approval of the final sample

4. Deadline for submission of proposal is on or before October 27,2023 9:00am at Procurement Unit, 5th Floor PCA R&D Building, Diliman, Quezon City.

III. OTHER TERMS AND CONDITION

1. The prospective bidder shall submit the following together with their financial proposal in a sealed envelope on October 16, 2023 9:00am at 5th floor, General Services Division, PCA R&D Building, Diliman, Quezon City.

- a. SEC and DTI Registration Certificate
- b. Mayors' 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 pcagc@yahoo.com

Delivery /Payment terms: The delivery period from approval of final sample 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

CONFORME:

Authorized Bidders Representative
(Printed Name and signature)