



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>

<b>LETTER</b>	DOC. REF. NO.	
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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. **10130023** for the “PRINTING OF 2590 COPIES OF OPERATION MANUAL” in accordance with Section 53.9 of the Implementing Rules and Regulations Act No. 9184 with the following details.

ITEMS	ABC
PRINTING OF 2590 COPIES OF OPERATION MANUAL	₱518,000.00

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 September 14 to 18, 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](mailto: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](mailto: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 :** TO PROVIDE PRINTING SERVICES OF 2,590 PCS OPERATION MANUAL OF CFIDP IMPLEMENTING AGENCIES (IA’S)

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

### II. SCOPE OF WORK

Provide printing services with the following specifications:

#### 1. 2,590 PCS PRINTING OF OPERATION MANUAL OF CFIDP IMPLEMENTING AGENCIES (IA’S)

- 30 pages including cover, 14 different Manuals
- Size: A4 size
- Stock Cover Material: C2S 300 gsm glossy (Softbound)
- Stock Inside Material: 190 gsm glossy finish
- Color Cover: Full Color, 2 sides
- Color Inside: Full Color (Bleed)
- Binding: Saddle Stitch (Perfect Binding)
- Process: Offset printing
- **Quantity: 185 COPIES EACH KIND**

**TOTAL ABC: (₱518,000.00)**

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

### III. OTHER TERMS AND CONDITION

1. The prospective bidder shall submit the following together with their financial proposal in a sealed envelope on September 18,2023, 9:00am at 5<sup>th</sup> 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

Financial proposal and complete set of eligibility documents shall be submitted in either of the following manner from September 14 to September 18, 2023 9:00 am

- a. Manual/Physical submission in a sealed envelope at the General Services Division's Office 5<sup>th</sup> floor, PCA R&D Building, Diliman Quezon City
- b. Via online or electronic submission at [pcaqc@yahoo.com](mailto:pcaqc@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:

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Bidder's Authorized Representative