



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>

May 17, 2022

### 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#8670365 for the "Supply and Delivery of Purified Water (5 gals)" in accordance with Section 53.9 of the Implementing Rules and Regulations Act No. 9184. (Please see attached Terms of Reference, Annex "A")

ITEMS	ABC
Supply and Delivery of Purified Water (5 gals)	Php. 88,160.00

The prospective bidders may bid for any lot or all of the lots mentioned above and shall submit the following in a sealed envelope.

- SEC or DTI Registration Certificate
- Mayor's Permit or Business Permit
- PhilGEPS Registration
- Prescribed Omnibus Sworn Statement (10 items)

Financial proposal and complete set of eligibility documents shall be submitted in either of the following manner from May 17 to 20, 2022, 1:00pm.

- Manual/physical submission in a sealed envelope at the General Services Division's office, 5<sup>th</sup> floor, PCA R&D Bldg., Diliman, Quezon City
- 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 loc. 406/408 or email us at [pcaqc@yahoo.com](mailto:pcaqc@yahoo.com)

Very Truly Yours,

  
**EDSEL B. PABELLANO**  
Division Chief



## TERMS OF REFERENCE

### I. PROJECT AND LOCATION

PROJECT: SUPPLY AND DELIVERY OF PURIFIED WATER FOR THE PERIOD OF MAY 23, 2022 TO DECEMBER 31, 2022

LOCATION: PHILIPPINE COCONUT AUTHORITY, DILIMAN QUEZON CITY

### II. SCOPE OF WORK

Weekly delivery of purified water allocated to different offices of the authority.

Specifications:

1. Filtration shall be 21 stages
2. Weekly delivery of 76 bottles of 5 gals
3. The winning supplier shall submit quarterly water testing performed by DOH accredited testing center.
4. The winning supplier shall provide 23 units of hot and cold water dispenser
5. After sales include the immediate replacement of defective water dispenser and replacement of filter if so warrant
6. Water station shall be inspected by the authorized PCA representative.

### III. OTHER TERMS AND CONDITIONS

1. The prospective bidder shall submit the following together with the sealed financial proposal on or before May 20, 2022, 1:00pm at 5<sup>th</sup> floor PCA R&D Bldg.:
  - a. SEC or DTI Registration Certificate
  - b. Mayor's Permit
  - c. Philgeps Registration
  - d. Prescribed Omnibus Sworn Statement

### IV. PAYMENT

1. The supplier shall bill PCA on a monthly basis.

Conforme:

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Bidder's Representative