



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF AGRICULTURE
PHILIPPINE COCONUT AUTHORITY
Elliptical Road, Diliman, Quezon City 1101 Philippines
Tel. Nos.: (02) 8928-4501 to 09 · Direct Line: (02) 8926-7631
Website: pca.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#10742122 for the "Accommodation, Function Room, and Meals" in accordance with Section 53.9 of the Implementing Rules and Regulations Act No. 9184 with the following details.

ITEMS	ABC
Accommodation, Function Room, and Meals on April 23-26, 2024.	Php. 985,000.00

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
- Current Income Tax Return duly received by BIR
- Prescribed Omnibus Sworn Statement (10 items)

Financial proposal and complete set of eligibility documents shall be submitted in either of the following manner from April 12-16, 2024, 1:00pm.

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

Very Truly Yours,


EDSEL B. PABELLANO
Division Chief III, GSD

TERMS OF REFERENCE

I. PROJECT AND LOCATION

A 3 to 4-star hotel that can provide a conference room with food and accommodation that can accommodate 120 participants for a two-day event on the conduct of the PCA Futures Thinking around Quezon City.

II. SCOPE OF WORK

1. Provide a conference room with the following equipment and facilities:

DATE	ROOM REQUIREMENT			
	No. of Rooms	Purpose/ Activity	No. of Persons to be accommodated	Inclusions and expected time of use
April 24-25	1 Conference Room (round table set-up)	Opening program/discussion	120	7:00 am – 9:00 pm •WiFi Internet Access •LED wall •Basic Sound System with technical support on site •White Board/ Flip Chart •Extension Cords •Notepads/pens •Stage •Registration Desk •Podium •Complimentary flowing coffee/tea and water

2. Provide single/double/triple sharing rooms for 120 pax with complimentary breakfast, daily housekeeping service, complimentary bottled water, coffee, and tea, hygiene kit, towels, smart tv and wi-fi access. Details of the rooms are as follows:

Room Details	No. of Rooms
Solo Room	5
Double Room	14
Triple Sharing	29

Check-in time : 2:00 pm, April 23, 2024

Check-out time : 12:00 noon, April 26, 2024

3. Provide one (1) complimentary triple sharing room for the secretariat (Check-in: April 23, 2024; Check-out: April 26, 2024)
4. Meals to be served (120 pax)

April 23, 2024

:

Managed Buffet Dinner (1 soup, 1 vegetable, 2 main course,

April 24-25, 2024	:	1 rice, 1 dessert and 1 flavored juice) AM/PM Snack Managed Buffet Lunch (1 soup, 1 vegetable, 2 main course, 1 rice, 1 dessert and 1 flavored juice) Managed Buffet Dinner (1 soup, 1 vegetable, 2 main course, 1 rice, 1 dessert and 1 flavored juice)
April 26, 2024	:	Complimentary Breakfast

5. Use of other facilities such as swimming pool and gym.
6. Provide parking area for the participants.

II. OTHER TERMS AND CONDITIONS

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 - h. PhilGEPS Registration
 - i. Current Income Tax Return duly received by BIR
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