



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>

March 2, 2023

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#9532110 for the "Accommodation with 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 with Function Room and Meals for 59pax.	Php. 389,400.00

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 March 3 to 6, 2023, 10:00am.

- 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

"A food-secure Philippines with prosperous farmers and fisherfolk"



TERMS OF REFERENCE

1. PROJECT AND LOCATION

To provide Food and Accommodation, Function room and other amenities which can accommodate 59 participants for the conduct of **WORKSHOP/ORIENTATION ON THE REVISED IMPLEMENTING RULES AND REGULATIONS OF RA 8048 ON MARCH 8-9, 2023** within QUEZON CITY.

2. SCOPE OF WORK

- a. Provide Triple/Quad Sharing or Twin Sharing, all air-conditioned with television set, toiletries and towels with complimentary breakfast.
 - i. Check-in time : March 7, 2023 - 1:00pm
 - ii. Full Board : March 8-9, 2023
 - iii. Check-out time : March 10, 2023 - 12:00noon
- b. The Function rooms shall accommodate 59 participants with the following facilities and amenities:
 - i. Air-conditioned function room
 - ii. Table arrangement as approved by PCA
 - iii. Sound System with 3 microphones
 - iv. LCD Projector and screen
 - v. Podium
 - vi. Wifi connection
 - vii. White board with stand and makers
 - viii. Registration table
 - ix. Free flowing coffee during the entire event
 - x. Back drop tarpaulin text to be provided by PCA
- c. Meals to be served (Menu shall be subject to approval by PCA) 59pax
 - i. March 7, 2023 : Dinner (59 pax)
 - ii. March 8-9, 2023 : Breakfast, AM Snacks, Lunch, PM Snacks and Dinner (59 pax)
 - iii. March 10, 2023 : Breakfast (59 pax)

3. OTHER TERMS AND CONDITIONS

1. The prospective bidders shall submit the following in a sealed envelope.
 - a. SEC or DTI Registration Certificate
 - b. Mayor's Permit or Business Permit
 - c. PhilGEPS Registration
 - d. Prescribed Omnibus Sworn Statement (10 items)
2. Financial proposal and complete set of eligibility documents shall be submitted in either of the following manner from March 3 to 6, 2023, 10:00am.
 - a. Manual/physical submission in a sealed envelope at the General Services Division's office, 5th floor, PCA R&D Bldg., Diliman, Quezon City
 - b. Via online or electronic submission at pcaqc@yahoo.com

CONFORME:

Authorized Bidders Representative
(Printed Name and signature)