



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#10559677 for the "Accommodation and Meals (Bataan)" in accordance with Section 53.9 of the Implementing Rules and Regulations Act No. 9184 with the following details.

ITEMS	ABC
Accommodation and Meals for 150pax on February 22-23, 2024 at Bataan.	Php. 685,350.00

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 February 15-19, 2024, 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 NI, GSD

TERMS OF REFERENCE

I. PROJECT AND LOCATION

- PROJECT :** TO PROVIDE ACCOMMODATION, FUNCTION ROOMS AND BUFFET MEALS FOR 150PAX ON FEBRUARY 22-23, 2024. (GAD SEMINAR WORKSHOP)
- LOCATION :** BATAAN PROVINCE

II. SCOPE OF WORK

- a. Provide thirty seven (37) Quad Sharing Rooms (Standard), all air-conditioned with television set, toiletries, sanitation kit, and towels with complimentary breakfast.
 - i. Check-in time : February 22, 2024 - 2:00pm
 - ii. Check-out time : February 23, 2024 - 12:00noon
- b. Provide two (2) Twin Sharing Rooms (Executive), all air-conditioned with television set, toiletries, sanitation kit, and towels with complimentary breakfast.
 - i. Check-in time : February 22, 2024 - 2:00pm
 - ii. Check-out time : February 23, 2024 - 12:00noon
- c. Meals to be served (Menu shall be subject to approval by PCA) 150pax
 - i. February 22, 2024 – Plated AM Snack, Buffet Lunch, Plated PM Snack, Buffet Dinner
 - ii. February 23, 2024 – Complimentary Breakfast, Plated AM Snack, Buffet Lunch
- d. Inclusions in the package:
 - i. Welcome Banner
 - ii. Use of Team Building Area
 - iii. Use of Parking Area
 - iv. Wifi Access
 - v. Pool / Beach Access
 - vi. Use of Function Hall (150pax) including projector, projector screen, sound system, microphones, and extension cords.
 - vii. Free flowing coffee
 - viii. Team building facilitators and equipment.
 - ix. Complimentary room for 4pax for advance party on February 21, 2024 with complimentary breakfast on February 22, 2024.

III. OTHER TERMS AND CONDITIONS

1. The prospective bidder shall submit the following eligibility documents as prescribed below:
 - a. SEC or DTI Registration Certificate
 - b. Mayor's or Business Permit
 - c. PhilGEPS Registration
 - d. Current Income Tax Return duly received by BIR
 - e. Prescribed Omnibus Sworn Statement (notarized)
2. Financial proposal and complete set of eligibility documents shall be submitted in either of the following manner from February 15 - 19, 2023, 10:00am:
 - a. Manual/physical submission in a sealed envelope at the General Services Division's office 5th floor, PCA R&D Building, Diliman Quezon City; or
 - b. Via online or electronic submission at pcaqc@yahoo.com

CONFORME:

Authorized Bidder's Representative