



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>

June 5, 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#9820827 for the "PCA@50 ACRYLIC SIGNAGES" in accordance with Section 53.9 of the Implementing Rules and Regulations Act No. 9184 with the following details.

ITEMS	ABC
"PCA@50" Acrylic Signages	Php. 370,000.00

The prospective bidders 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 June 6 to 9, 2023, 10:00am.

- 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)

  
**EDSEL B. PABELLANO**  
Division Chief III, GSD

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



## TERMS OF REFERENCE

**PROJECT :** SUPPLY, DELIVERY, AND INSTALLATION OF PCA@50 ACRYLIC SIGNAGES

**LOCATION :** PCA R&D BUILDING DILIMAN, QUEZON CITY

### SCOPE OF WORK:

1. Supplier shall provide/supply, deliver, and installation of "PCA@50" ACRYLIC SIGNAGES duly in accordance with the specifications and delivery schedule

#### I. ITEMS/SPECIFICATIONS

##### Lot 1 – PCA@50 ACRYLIC SIGNAGES (Php. 370,000.00)

###### Item 1: PCA@50 Signage (Ground Area)

- \*5ft x 30ft
- \*Acrylic Material Build-up
- \*LED Module
- \*Aluminum Siding
- \*Sticker

###### Item 2: PCA@50 Signage (Top of R&D Bldg.)

- \*6ft x 40ft
- \*Acrylic Material Build-up
- \*LED Module
- \*Aluminum Siding
- \*Sticker

#### II. 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 June 6 to 9, 2023, 10:00am.
  - a. 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
  - b. Via online or electronic submission at [pcaqc@yahoo.com](mailto:pcaqc@yahoo.com)
3. The delivery period is 12 calendar days.
4. The warranty period shall be 1 year from the date of Final Acceptance.

Conforme:

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Bidder's Authorized Representative