



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#10559700 for the "Bus Rental to Bataan" in accordance with Section 53.9 of the Implementing Rules and Regulations Act No. 9184 with the following details.

ITEMS	ABC
Bus Rental to Bataan on February 22-23, 2024.	Php. 240,000.00

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
- 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. PARELLANO
Division Chief III, GSD

TERMS OF REFERENCE

I. PROJECT AND LOCATION

PROJECT : TO PROVIDE THREE (3) BUS RENTAL ON FEBRUARY 22-23, 2024
{GAD SEMINAR WORKSHOP}
LOCATION : BATAAN PROVINCE

II. SCOPE OF WORK, VEHICLE SPECIFICATIONS AND SCHEDULE OF TRIPS

PROVISION OF **THREE (3) UNITS BUS** FOR THE TRANSPORTATION OF PCA EMPLOYEES & OFFICERS DURING THE GAD SEMINAR WORKSHOP ON FEBRUARY 22-23, 2024 AT BATAAN PROVINCE.

VEHICLE SPECIFICATION

BUS

- Airconditioned tourist bus with TV, DVD player and PA system
- Must be in good running condition
- Capacity : 50 passengers

SCOPE OF WORK

The work to be performed shall be:

1. Provide three (3) units well maintained air-conditioned road worthy buses with respective professional skilled and courteous non-smoker drivers at the dispatch of PCA authorized representative.
2. Provide and assign one (1) personnel to act as overall coordinator for an orderly dispatching of buses.
3. Drivers are expected to wear decent clothing unless the day's tasks require otherwise.
4. The supplier shall ensure the availability of a stand-by bus in case of mechanical trouble during the duration of the rental period.
5. All incidental expenses which include among others fuel cost, drivers pay and meals, parking fee, toll fee, etc., shall be to the account of the supplier.
6. Secure necessary permits for entry in areas of pick-up and destination as required by local government units.
7. Provide Travel Accident Insurance.

SCHEDULE OF TRIPS

Date	No. of Bus	From/Time of Departure	To/ Time of Departure
February 22, 2024	3	PCA C.O. / 5:00 AM	BATAAN
February 23, 2024	3	BATAAN / 1:00 PM	PCA C.O.

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. 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, Dilliman Quezon City; or
- b. Via online or electronic submission at pcaqc@yahoo.com

CONFORME:

Authorized Bidder's Representative