



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>

<b>LETTER</b>	DOC. REF. NO.	
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## 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 no.8835434 for the “TO PROVIDE CONFERENCE ROOM WITH MEALS & ACCOMMODATION FOR 71 PAX ” in accordance with Section 53.9 of the Implementing Rules and Regulations Act No. 9184 with the following details.

ITEMS	ABC
To provide conference rooms and meals which can accommodate 71 participants and room accommodation for 48 pax	₱303,300.00
<b>Total:</b>	<b>₱303,300.00</b>

The prospective bidder shall submit the following eligibility documents as prescribed below:

- SEC or DTI Registration certificate
- Mayor's Permit
- PhilGEPS Registration
- Prescribed Omnibus Sworn Statement

Financial proposal and complete set of eligibility documents shall be submitted in either of the following manner from July 15 to July 18, 2022 08:00am

- Manual/physical submission in a sealed envelope at the General Services Division's Office 5<sup>th</sup> floor, PCA R&D Building, Diliman Quezon City
- Via online or electronic submission at [pcaqc@yahoo.com](mailto:pcaqc@yahoo.com)

Payment terms: 15 days upon acceptance

Attached is the Terms of Reference as “Annex A”.

*“A food-secure Philippines with prosperous farmers and fisherfolk”*






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For inquiries, you may contact us at telephone no. 8-928-4501 to 09 loc. 406/408 or email us at [pcagc@yahoo.com](mailto:pcagc@yahoo.com)

Very Truly Yours,

  
**EDSEL B. PABELLANO**  
Division Chief  
General Services Division

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

