



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>

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. **1057116** for the “CATERING SERVICES JANUARY 31 TO FEBRUARY 3, 2024 FOR 20 PAX” in accordance with Section 53.9 of the Implementing Rules and Regulations Act No. 9184 with the following details.

ITEMS	ABC
CATERING SERVICES JANUARY 31 TO FEBRUARY 3, 2024 FOR 20 PAX	₱93,000.00

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 January 27, to January 30, 2024 10:00 am:

- Manual/physical submission in a sealed envelope at the General Services Division's office 5th floor, PCA R&D Building, Diliman Quezon City; or
- 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 to 09 loc. 406/408 or email us at pcaqc@yahoo.com


EDSEL B. PABELLANO
Division Chief
General Services Division

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



TERMS OF REFERENCE

I. PROJECT AND LOCATION

PROJECT : To provide buffet & packed meals for the conduct Consultation on the Implementation of Coconut Productivity Programs and Projects under CFIDP

LOCATION : PCA Central Office Diliman, Quezon City.

II. SCOPE OF WORK

Supply and delivery of meals:

Date	Time of delivery	Food	No. of Pax
January 31, 2024		Full board plus free flowing coffee, Buffet style	20
	6:00 AM	Breakfast Silog Fruits Juice	
	9:00 AM	AM Snack Pasta/Pansit/Sandwich/Kakanin with side dish Juice/Cola	
	11:00 AM	Lunch Fish/Seafood Beef/Chicken Vegetables Dessert Juice/Cola	
	2:00 PM	PM Snack Pasta/Pansit/Sandwich/Kakanin with side dish Juice/Cola	
	4:30 PM	Dinner Steamed Rice Fish/Seafood Beef/Chicken Vegetables Dessert Bottled Juice/Cola	
February 1, 2024		Full board plus free flowing coffee, Buffet style	20
	6:00 AM	Breakfast Silog Fruits Juice	
	9:00 AM	AM Snack Pasta/Pansit/Sandwich/Kakanin with side dish Juice/Cola	
	11:00 AM	Lunch Fish/Seafood Beef/Chicken	

		Vegetables Dessert Juice/Cola	
	2:00 PM	PM Snack Pasta/Pansit/Sandwich/Kakanin with side dish Juice/Cola	
	4:30 PM	Dinner Steamed Rice Fish/Seafood Beef/Chicken Vegetables Dessert Bottled Juice/Cola	
February 2, 2024		Full board plus free flowing coffee, Buffet style	20
	6:00 AM	Breakfast Silog Fruits Juice	
	9:00 AM	AM Snack Pasta/Pansit/Sandwich/Kakanin with side dish Juice/Cola	
	11:00 AM	Lunch Fish/Seafood Beef/Chicken Vegetables Dessert Juice/Cola	
	2:00 PM	PM Snack Pasta/Pansit/Sandwich/Kakanin with side dish Juice/Cola	
	4:30 PM	Dinner Steamed Rice Fish/Seafood Beef/Chicken Vegetables Dessert Bottled Juice/Cola	
February 3, 2024		Packed meal	20
	5:00 AM	Breakfast Silog Fruits Juice	

The approved budget for this contract is **Ninety three thousand pesos only (₱93,000.00)**.

III. OTHER TERMS AND CONDITION

1. Partial bids are not allowed. Bidders shall submit proposal for all items stated above.
2. The prospective bidder shall submit the following eligibility documents as prescribed below:

- a. SEC or DTI or CDA Registration Certificate
- b. Mayor's Permit
- c. PhilGEPS Registration
- d. Prescribed Omnibus Sworn Statement (notarized)

3. Financial proposal and complete set of eligibility documents shall be submitted in a sealed envelope on or before January 30, 2024, 10:00am at the General Services Division's office 5th floor, PCA R&D Bldg., Diliman, Quezon City.

4. Incomplete submission of requirements upon deadline will result into disqualification of bids.

5. Delivery period: DATE OF EVENT

6. Payment terms: 30 days upon completion

Conforme:

Bidder's Authorize Representative

Date: _____