



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF AGRICULTURE
PHILIPPINE COCONUT AUTHORITY
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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. **9838674** for the “PROVIDE FOOD CATERING SERVICE FOR 100 PAX” in accordance with Section 53.9 of the Implementing Rules and Regulations Act No. 9184 with the following details.

ITEMS	ABC
PROVIDE FOOD CATERING SERVICE FOR 100 PAX	₱65,000.00

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 June 10 to June 13, 2023 09:00 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 food catering services for 100 pax during the conduct of Information dissemination on the revised implementing rules and regulations of the RA 8048 in Metro Manila on June 16, 2023

LOCATION : PCA Cental Office Diliman, Quezon City

II. SCOPE OF WORK

1. Provide food catering services (buffet style) for 100 pax during the conduct of Information dissemination on the revised implementing rules and regulations of the RA 8048 in Metro Manila on June 16, 2023 with the following details:

MEALS TO BE SERVED (BUFFET STYLE)

A. AM SNACKS

MENU:

- Clubhouse sandwich/pastry
- bottled juice

B. LUNCH

MENU:

- Three (3) main dishes
- Steamed rice
- dessert
- Bottled water

C. Important Note/s:

- No pork dishes.
 - Free-flowing coffee throughout the activity.
2. The caterer(s) shall adhere to the required menu.
 3. The prospective bidder shall provide food tasting good for 2 pax prior to the issuance of Purchase Order (P.O.)

4. The winning supplier shall provide buffet set up including buffet table.
5. Provide round tables and chairs with table cloth and seat cover for 100 pax .
6. Provide plates, glasses, spoon and forks and other cutleries to be used during meals.
7. Provide atleast two (2) uniformed waiters during the activity.

TOTAL ABC: 65,000.00

III. OTHER TERMS AND CONDITION

1. The prospective bidder shall submit the following together with their financial proposal in a sealed envelope on June 13 2023, 09:00am at 5th floor, General Services Division, PCA R&D Building. Diliman, Quezon City.

- a. SEC/DTI/CDARegistration Certificate
- b. Mayors' Permit or Business Permit
- c. PHILGEPS Registration
- d. Omnibus Sworn Statement (10 items)

Financial proposal and complete set of eligibility documents shall be submitted in either of the following manner from June 10-13,2023 09:00am

- a. Manual/Physical submission in a sealed envelope at the General Services Division's Office 5th floor, PCA R&D Building, Diliman Quezon City
- b. Via online or electronic submission at pcaqc@yahoo.com

Delivery /Payment terms: Date of Event

Payment is 15 days upon completion.

The quoted price shall be valid 30 days upon receipt of Purchase Order.

Conforme:

Bidder's Authorized Representative