



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.	
	EFFECTIVE DATE	
	REVISION NO.	0
	NO. OF PAGES	2

### 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. 9418067 for the "SUPPLY AND DELIVERY OF CELLCARDS FOR TWELVE (12) MONTHS CONSUMPTION" in accordance with Section 53.9 of the Implementing Rules and Regulations Act No. 9184 with the following details.

ITEMS	ABC
Supply and Delivery of cellcards for twelve (12) months consumption	₱ 263,400.00

The prospective bidder shall submit the following eligibility documents with the financial proposal in a sealed envelope:

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

Submission of financial proposal and eligibility documents in a sealed envelope is from January 21 to January 26, 2022, 09:00 am at the General Services Division's office 5th floor, PCA R&D Building, Diliman Quezon City.

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](mailto:pcaqc@yahoo.com)

Very Truly Yours,

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



## **TERMS OF REFERENCE**

### **I. PROJECT AND LOCATION**

**PROJECT:** SUPPLY AND DELIVERY OF CELLCARDS FOR TWELVE (12) MONTHS CONSUMPTION

**LOCATION:** PHILIPPINE COCONUT AUTHORITY DILIMAN, QUEZON CITY

### **II. SCOPE OF WORK**

The work to be performed shall be:

1. Supply and delivery of the following Cellcards;
  - 288 pcs, 500 Globe
  - 22 pcs, 300 Globe
  - 312 pcs, 100 Globe
  - 144 pcs, 500 Smart
  - 96 pcs, 100 Smart
2. Delivery and payment of cellcard shall be on a monthly basis with the following Schedule of delivery per month:
  - 24 pcs, 500 Globe
  - 2 pcs, 300 Globe (For February-December 2023)
  - 26 pcs, 100 Globe
  - 12 pc, 500 Smart
  - 8 pcs, 100 Smart

**TOTAL ABC: ₱ 263,400.00**

### **III. OTHER TERMS AND CONDITIONS**

1. The prospective bidder shall submit the following together with the proposal in a sealed envelope on January 21-January 26, 2023 9:00 am at 5<sup>th</sup> floor, General Services Division, PCA R&D Building. Diliman, Quezon City.
  - a. SEC or DTI Registration Certificate
  - b. Mayor's Permit
  - c. Philgeps Registration
  - d. Omnibus Sworn Statement

Conforme:

---

Bidder's Authorized Representative