



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#10808534 for the "Serialized Chainsaw Stickers" in accordance with Section 53.9 of the Implementing Rules and Regulations Act No. 9184 with the following details.

ITEMS	ABC
10,000pcs. Serialized Chainsaw Stickers	Php. 680,000.00

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
- Statement of Similar Completed Projects
- Current ITR duly received by BIR
- PhilGEPS Registration
- Duly signed conforme of TOR
- Prescribed Omnibus Sworn Statement (10 items)


Financial proposal and complete set of eligibility documents shall be submitted in either of the following manner from May 1-7, 2024, 1:00pm.

- 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. RABELLANO
Division Chief III, GSD

TERMS OF REFERENCE

1. PROJECT AND LOCATION

To provide 10,000 Serialized RA8048 Chainsaw Registration Sticker with security features (holographic effect).

SCOPE OF WORK

- a. Provide the following serialized stickers with security features
 - i. Width 2.5 inch x length 3 inch (.5 inch in half cut) 10,000 sticker
 - ii. 3m reflective sticker (all weather proof and tampered proof)
 - iii. Holographic seal of PCA logo
 - iv. Pre numbered sticker (reverse print)
 - v. Full colored print with additional security printing
 - vi. With separated special protective shield with security features
 - vii. Place issued, pre-numbered sticker and validity shall be printed in a separated clear sticker with half cut (reverse print)

2. OTHER TERMS AND CONDITION

The prospective bidder shall submit the following together with their financial proposal in a seal envelope:

- a. SEC and DTI Registration Certificate
 - b. Mayors' Permit CY 2024
 - c. Statement of similar completed projects
 - d. Current ITR duly received by BIR
 - e. PHILGEPS Registration
 - f. Duly signed Conforme of TOR
 - g. Prescribed Omnibus Sworn Statement (10 items)
3. Upon signing and approval of the Purchase Order (P.O) the winning supplier must submit sample within two (2) days for proofreading.
 4. The supplier shall deliver the complete items as per P.O within five (5) calendar days upon approval of the final sample
 5. Deadline for submission of proposal is on May 1 to 7, 2024, 1:00 PM at Procurement Unit, 5th floor PCA R&D Building, Diliman, Quezon City.

CONFORME:

Authorized Bidders Representative
(Printed Name and signature)

Date