



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>

April 17, 2023

#### 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# 9660926 for the "Printing of Serialized RA8048 Chainsaw Stickers." in accordance with Section 53.9 of the Implementing Rules and Regulations Act No. 9184 with the following details.

ITEMS	ABC
Printing of Serialized RA8048 Chainsaw Stickers	Php. 600,000.00

The prospective bidders shall submit the following eligibility documents in a sealed envelope.

- SEC or DTI Registration Certificate
- Mayor's Permit or Business Permit
- Statement of Completed Projects
- 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 April 15 to 19, 2023, 1:00pm.

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

Very Truly Yours,

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



## **TERMS OF REFERENCE**

### **1. PROJECT AND LOCATION**

PROJECT : To provide 10,000 Serialized RA8048 Chainsaw Registration Sticker with security features (holographic effect).  
LOCATION : 5<sup>th</sup> Floor PCA R&D Bldg. Elliptical Rd. Diliman, Quezon City

### **SCOPE OF WORK**

- a. Provide the following serialized stickers with security features
  - i. Width 2.5 inch x length 3 inch (0.5 inch in half cut) 10,000 sticker
  - ii. Holographic (comparable to LTO registration windshield sticker)
  - iii. 3m sticker (all weather proof and tampered proof)
  - iv. Pre numbered (lottery number system)
  - v. Full colored print
  - vi. With separated special protective shield
  - vii. Place issued, pre-numbered sticker and validity shall be printed in a separated clear sticker with half cut

### **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 CY2023
  - c. Statement of 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) calendar 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 April 15 to April 19, 2023, 1:00PM at Procurement Unit, 5<sup>th</sup> floor PCA R&D Building, Diliman, Quezon City.

### **CONFORME:**

\_\_\_\_\_  
**Authorized Bidders Representative**  
(Printed Name and signature)

\_\_\_\_\_  
Date