



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. **9816465** for the “SUPPLY AND DELIVERY OF CUSTOMIZED VEST AND CORPORATE JACKET” 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 CUSTOMIZED VEST AND CORPORATE JACKET	₱158,100.00

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 3, to June 6, 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 : Supply and delivery of 55 pieces of Customized Corporate Jacket and 38 pieces of Multipocketed Vest with Hood

LOCATION : PCA R&D Bldg. Diliman, Quezon City

II. SCOPE OF WORK

1. Supply and delivery of 55 pieces of Customized Corporate Jacket and 38 pieces of Multipocketed Vest with Hood with the following specifications:

LOT 1: MULTIPOCKETED VEST WITH HOOD (38 PIECES) ₱93,500.00

Specification:

- a. **Color** :Khaki or Light Brown
- b. **Materials**:Brush Twill
- c. **Computer Embroidered Logo and Text**
 - i. PCA Official logo (front) (full color) :3 in x 3in
 - ii. Employee's Initial (front) (white color) :.75 in font size
 - iii. PCA Initials (back) (white color) : H 4.5 in x 5 in
 - iv. RA 8048 Taskforce Text (back) (white color) :.5 in font size
- d. **Accessories**
 - i. Reflectorized Strip :H 2-2.5 in
 - ii. Heavy-duty Zipper sewn on the Center of the Vest (Color: Same color or black)
 - iii. Anti-rust front button snap
 - iv. Hood Compartment Zipper (Color : Black)
 - v. Elastic String in the hood
- e. **Pipping of Armhole (Color)** : Khaki or same color of the vest
- f. **Pocket**
 - i. Front
 1. Two (2) Side pocket (left and right lower part) with anti-rust button snap
 2. See-through ID Slot upper Left with 2 ballpen slot
 3. One (1) Pocket upper right part

ii. Back

1. One (1) large Pocket with two (2) anti-rust button snap

LOT 2: CORPORATE JACKET (55 PIECES) ₱64,600.00

1. **Color** : Khaki or Light Brown
2. **Materials** : Brush Twill
3. **Computer Embroidered Logo and Text**
 - i. PCA Official logo (front) (full color) : 2.5 in x 2.5in
 - ii. Philippine Coconut Authority (back) (text): .5 in font size

TOTAL ABC: (₱158,100.00)

2. Upon receipt of the Purchase Order (P.O), the winning supplier shall submit sample within two (2) working days for proofreading and approval.
3. The supplier shall deliver the complete items per P.O within fifteen (15) working days from approval of the final sample
4. Deadline for submission of proposal is on or before June 6, 2023 9:00am at Procurement Unit, 5th Floor PCA R&D Building, Diliman, Quezon City.

III. OTHER TERMS AND CONDITION

1. The prospective bidder shall submit the following together with their financial proposal in a sealed envelope on June 6, 2023 9:00am at 5th floor, General Services Division, PCA R&D Building, Diliman, Quezon City.
 - a. SEC and DTI Registration Certificate
 - b. Mayors' Permit
 - c. PHILGEPS Registration
 - d. Omnibus Sworn Statement

Financial proposal and complete set of eligibility documents shall be submitted in either of the following manner from June 3 to June 6, 2023 9:00 am

- 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: The delivery period from approval of final sample is 15 working days .
Payment is 15 days upon completion.

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

Conforme:

Bidder's Authorized Representative