



### 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#10854428 for the "Fire Extinguisher HCFC 10lbs" in accordance with Section 53.9 of the Implementing Rules and Regulations Act No. 9184 with the following details.

ITEMS	ABC
Lot 1 - Refill of twenty-one (21) tanks of Fire Extinguisher HCFC 10lbs.	Php. 63,000.00
Lot 2 – Supply, delivery, and installation of four (4) units 10lbs ceiling type fire extinguisher HCFC	Php. 37,000.00

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
- PhilGEPS Registration
- 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 15-21, 2024, 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 III, GSD

**TERMS OF REFERENCE**

**I. PROJECT & LOCATION:**

PROJECT : FIRE EXTINGUISHER HCFC 10LBS

LOCATION : PHILIPPINE COCONUT AUTHORITY, LABORATORY SERVICES DIVISION

**II. SCOPE OF WORK:**

**Lot 1 - Refill of twenty-one (21) tanks of Fire Extinguisher HCFC 10lbs. (Php. 3,000.00 each)**

**Lot 2 – Supply, delivery, and installation of four (4) units 10lbs ceiling type fire extinguisher HCFC (Php. 37,000.00)**

**III. OTHER TERMS AND CONDITIONS:**

1. The winning supplier shall provide service tanks to the end-user starting at pull-out of existing fire extinguisher up to delivery of refilled tanks.

**IV. SUBMISSION OF DOCUMENTS AND DELIVERY PERIOD:**

1. The prospective bidders shall submit the following eligibility documents.
  - a. SEC or DTI Registration Certificate
  - b. Mayor's Permit or Business Permit
  - c. PhilGEPS Registration
  - d. Prescribed Omnibus Sworn Statement (10 items)
2. Financial proposal and complete set of eligibility documents shall be submitted in either of the following manner from May 15 to 21, 2024, 1:00pm.
  - a. 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
  - b. Via online or electronic submission at [pcaqc@yahoo.com](mailto:pcaqc@yahoo.com)
3. Delivery Time/Period: **15 WORKING DAYS**