



REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF AGRICULTURE**  
**PHILIPPINE COCONUT AUTHORITY**  
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<b>LETTER</b>	DOC. REF. NO.	
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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. **9822252** for the “SUPPLY AND DELIVERY OF 70 PCS FOLDING BED WITH STEEL FRAME AND MATTRESS” 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 70 PCS FOLDING BED WITH STEEL FRAME AND MATTRESS	₱350,000.00

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 6, to June 9, 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](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 to 09 loc. 406/408 or email us at [pcaqc@yahoo.com](mailto: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 70 PCS FOLDING BED WITH STEEL FRAME AND MATTRESS

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

### II. SCOPE OF WORK

1. Supply and delivery of 70 pcs folding bed with steel frame and mattress:

#### 1 LOT: CONSISTING OF THE FOLLOWING ITEMS:

- Mattress size: 90 cm x 190 cm x 4inches thickness
- 1 pc Standard size pillow
- Pillow case
- Blanket
- Garterized bed sheet

**TOTAL ABC: 350,000.00**

2. Schedule of Delivery: Before June 22,2023 or not later than June 22,2023.

### IV. OTHER TERMS AND CONDITIONS

1. The prospective bidder shall submit the following together with the proposal in a sealed envelope on June 9, 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

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

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

Delivery /Payment terms: The delivery period is 10 working days .  
Payment is 15 days upon completion.

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

Conforme:

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Bidder's Authorized Representative