



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>

January 20, 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#9417867 for the "Function Hall and Meals for 100 Participants" in accordance with Section 53.9 of the Implementing Rules and Regulations Act No. 9184 with the following details.

| ITEMS | ABC |
|--|-----------------|
| Function Hall and Meals for 100 Participants | Php. 155,000.00 |

The prospective bidders 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 January 21 to 24, 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


EDSEL B. PABELLANO
Division Chief
General Services Division



TERMS OF REFERENCE

I. PROJECT AND LOCATION

To provide conference room and meals which can accommodate 100 participants for the conduct of the CFIDP coordination meeting on January 27, 2023 in Quezon City.

II. SCOPE OF WORK

1. Provide conference room with the following equipment and facilities:

| DATE | ROOM REQUIREMENT | | | |
|------------------|----------------------------|----------------------------|-----------------------------------|--|
| | No. of Rooms | Purpose/ Activity | No. of Persons to be accommodated | Inclusions and expected time of use |
| January 27, 2023 | 1 Conference Room(U-shape) | Opening program/discussion | 100 | 7:30 am – 5:00 pm •WiFi Internet Access •LCD Projector and Screen •Basic Sound System •White Board/ Flip Chart •Micro phone and Extension Cords |

2. Meals to be served (100 pax) Submit proposed menu with complimentary free flowing coffee and water to be approved by PCA.

- a. AM Snacks
- b. Lunch
- c. PM Snacks
- d. Free flowing coffee and water

3. Provide parking area for the participants.

III. OTHER TERMS AND CONDITIONS

1. The prospective bidders may bid for any lot or all of the lots mentioned above and shall submit the following in a sealed envelope.
 - 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 January 20 to 24, 2023, 1:00pm.
 - a. Manual/physical submission in a sealed envelope at the General Services Division's office, 5th floor, PCA R&D Bldg., Diliman, Quezon City
 - b. Via online or electronic submission at pcaqc@yahoo.com

Conforme:

Bidder's Representative