



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>

September 13, 2022

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#9012083 for the "Printing of Holographic Stickers" in accordance with Section 53.9 of the Implementing Rules and Regulations Act No. 9184 with the following details.

ITEMS	ABC
Printing of 10,000pcs Holographic Stickers	Php. 700,000.00

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

- SEC or DTI Registration Certificate
- Mayor's Permit or Business Permit
- PhilGEPS Registration
- Current Income Tax Return duly received by BIR
- Statement of Similar Completed Projects
- 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 September 14 - 21, 2022, 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

Very Truly Yours,


EDSEL B. PABELLANO
Division Chief
General Services Division

"A food-secure Philippines with prosperous farmers and fisherfolk"



TERMS OF REFERENCE

1. PROJECT AND LOCATION

PROJECT : To provide 10,000 Serialized RA8048 Chainsaw Registration Sticker with security features (holographic effect).
LOCATION : 5th 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 CY2022
 - 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 September 14 – 21, 2022, 1:00PM at Procurement Unit, 5th floor PCA R&D Building, Diliman, Quezon City.

CONFORME:

Authorized Bidders Representative
(Printed Name and signature)

Date