



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF AGRICULTURE
PHILIPPINE COCONUT AUTHORITY
Elliptical Road, Diliman, Quezon City 1101 Philippines
Tel. Nos.: (02) 8928-4501 to 09 • Direct Line: (02) 8926-7631
Website: pca.gov.ph

January 11, 2024

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#10470323 for the "Hotel Accommodation with Meals and Transportation" in accordance with Section 53.9 of the Implementing Rules and Regulations Act No. 9184 with the following details.

ITEMS	ABC
Hotel Accommodation with Meals and Transportation.	Php. 601,045.00

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
- 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 12-15, 2024, 9:00am.

- 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, III, GSD

TERMS OF REFERENCE

I. PROJECT AND LOCATION

PROJECT/ACTIVITY: To provide conference/breakout rooms, meals, and accommodation to accommodate 55 participants for conducting the 2023 PCA Board Year-End Assessment and Planning Workshop. Participated by the PCA Board Members, PCA Management, and the Office of the Corporate Secretary, to be held on January 15-19, 2024 in Legazpi City, Albay.

LOCATION: Legazpi City, Albay.

II. SCOPE OF WORK

1. Provide conference/function rooms with the following equipment and facilities

DATE	ROOM REQUIREMENT			
	NO. OF ROOMS	PURPOSE/ ACTIVITY	NO. OF PERSONS TO BE ACCOMOD ATED	INCLUSIONS AND EXPECTED TIME OF USE
January 16, 2024	(1) CONFERENCE / FUNCTION ROOM	Assessment and Planning Day 1	55 PAX	8:00 AM to 5:00 PM <ul style="list-style-type: none"> • Strong Wi-Fi Internet Connection • LCD Projector and Screen • Basic Sound System with Microphone • Extension Cords • Stage and Podium • Tarpaulin • Over flowing Coffee
January 17, 2024	(1) CONFERENCE / FUNCTION ROOM	Assessment and Planning Day 2	55	8:00 AM to 5:00 PM <ul style="list-style-type: none"> • Strong Wi-Fi Internet Connection • LCD Projector and Screen • Basic Sound System with Microphone • Extension Cords • Stage and Podium • Tarpaulin • Over flowing Coffee
January 18,2024	(1) FUNCTION ROOM	Solidarity Night/Socia ls	55	6:30pm to 10:00pm <ul style="list-style-type: none"> • Karaoke/Videoke

2. Provide room accommodation (air-conditioned) with breakfast, AM Snack, Lunch, PM Snack and Dinner

DATE	ROOM	BFAST	AM SNACK	LUNCH	PM SNACK	DINNER
January 15	51pax	None	None	None	51pax	51pax
January 16	55pax	55pax	55pax	55pax	55pax	55pax
January 17	55pax	55pax	55pax	55pax	55pax	55pax (Solidarity/Social s Night)
January 18	55pax	55pax	None	None	None	55 pax
January 19	None	55pax	None	None	None	None

3. Provide transportation for the participants

DATE	NO. OF PAX	UNIT	ITINERARY	REQUIREMENT
January 15,2024	28	2	Airport to Hotel	Pick and Drop
January 18,2024	34	4	Hotel to PCA-ARC (Legazpi, Guinobatan vice versa)	Whole Day Service
January 19,2024	28	3	Hotel to Airport	Pick and Drop

Note: Airconditioned Van Vehicle with good condition for transportation service of PCA Board Members, Officers and Staff during the conduct of CY2023 Assessment and Planning inclusive of Driver, Gas and Fuel.

III. OTHER TERMS AND CONDITION

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. Current Income Tax Return duly received by BIR
 - e. 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 12-15, 2024, 9:00am.
 - 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
3. Payment Terms: 30 days

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

Conforme:

Bidder's Authorized Representative