



March 10, 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#9558169 for the "Supply and delivery of Various IT Peripherals" in accordance with Section 53.9 of the Implementing Rules and Regulations Act No. 9184 with the following details.

ITEMS	ABC
Lot 1 - Various IT Peripherals	Php. 357,000.00

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 March 9 – 14, 2023, 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**

**PROJECT : SUPPLY AND DELIVERY OF VARIOUS IT PERIPHERALS**

**LOCATION : PCA R&D BUILDING DILIMAN, QUEZON CITY**

### **SCOPE OF WORK:**

1. Supplier shall provide/supply and delivery of IT PERIPHERALS duly in accordance with the specifications and delivery schedule

#### **I. ITEMS/SPECIFICATIONS**

##### **Lot 1 - IT Peripherals**

2pcs. Portable 2TB SSD Type C  
5pcs. Portable 4TB SSD Type C  
6pcs. External Drive 10TB with Built-In Hub  
1pc. Internal Drive 10TB for Desktop Computer  
2pcs. 2TB PCIE SSD Drive  
2pcs. 256GB MicroSDXC with Adapter Class 10  
2pcs. USB Card Reader Type C USB 3.0 to SD Micro SD TF Adapter  
2pcs. Laptop Memory 16GB DDR5-4800 SODIMM  
3pcs. Laptop Memory 16GB DDR4-2400 SODIMM

**TOTAL ABC: Php. 357,000.00**

#### **II. OTHER TERMS AND CONDITIONS**

1. The prospective bidders 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 March 9 to 14, 2023, 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. The delivery period from the receipt of Purchase Order is 10 CALENDAR days.
4. The warranty period shall be 1 year from the date of Final Acceptance.

Conforme:

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Bidder's Authorized Representative