



January 15, 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#10473860 for the "Catering of Packed and Full Board Meals" in accordance with Section 53.9 of the Implementing Rules and Regulations Act No. 9184 with the following details.

ITEMS	ABC
Catering of Packed and Full Board Meals on January 18, 2024 at PCA-ARC.	Php. 72,000.00

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 13-16, 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

PROJECT : CATERING SERVICES OF PACKED MEALS & FULL BOARD MEALS FOR 60 PAX ON JANUARY 18, 2024.

LOCATION : PCA ALBAY RESEARCH CENTER

I. SCOPE OF WORK

1. Buffet Meals

Breakfast (60PAX)

- Tinapa Rice
- Guinubatan Longganisa
- Scrambled Egg
- Daing na Bangus with Tomatoes
- Atchara
- Hot Choco (Tablea) Drink

AM Snacks (60PAX)

- Choice of Suman sa Latik or Ibos
- Ripe Mango Halves
- Hot Choco (Tablea) Drink

Lunch (60PAX)

- Steamed Rice
- Sinigang na Isda sa Buko
- Laing
- Adobong Manok Tagalog sa Gata
- Beef Broccoli
- Fruits in Season

PM Snacks (PACKED MEALS 60PAX)

- Vegetable Empanada
- Pancit Sisig Guisado
- Canned Juice
- Bottled Water

Inclusions:

Time (7:00am to 4:00pm)

1. Free Flowing Brewed Coffee and 30-40pcs Tea Bags
2. Serving Water during the Event
3. Purified Water in Water Dispenser with Disposable Cups
4. Buffet Table w/ Skirting and Printed Label of Food
5. Dining Tables w/ Table Cloth and Chairs w/ Seat Cover, Cloth napkin, Wine Glass, Cutleries and Center Piece Arrangement
6. Additional 45 Chairs w/ Seat Cover and Table Skirting for 3 Long Rectangular

- Conference Tables inside Conference Hall
7. Uniformed Servers/Food Handles, Very Clean Utensils

TOTAL ABC: Php. 72,000.00

OTHER TERMS AND CONDITIONS

1. The prospective bidder shall submit the following eligibility documents as prescribed below:
 - a. SEC or DTI Registration certificate
 - b. Mayor's Permit
 - c. PhilGEPS Registration
 - d. Prescribed Omnibus Sworn Statement (notarized)
2. Financial proposal and complete set of eligibility documents shall be submitted in either of the following manner from January 13 to 16, 2024, 9:00am:
 - a. Manual/physical submission in a sealed envelope at the General Services Division's office 5th floor, PCA R&D Building, Diliman Quezon City; or
 - b. Via online or electronic submission at pcaqc@yahoo.com

Conforme:

Bidder's Authorized Representative