



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>

<b>LETTER</b>	DOC. REF. NO.	
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## 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 no. **9191940** for the “SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES” in accordance with Section 53.9 of the Implementing Rules and Regulations Act No. 9184 with the following details.

ITEMS	ABC
20 packs Sticky notepad (3x3 in, 100's 4 colors)	₱ 1,600.00
20 packs Sticky notepad (3x4 in, 100's 4 colors)	₱ 2,000.00
5 packs Sign here sticky note 50s	₱ 500.00
100 pcs Acetate Film pvc binding Cover 200mic Clear, A4	₱ 800.00
5 pcs Double sided tape	₱ 300.00
10 packs Vellum Board 10s	₱ 950.00
50 pcs Portfolio folder L type	₱ 1,250.00
1 pc Door stopper	₱ 1,000.00
1 pc Extension Chord (6 sockets)	₱ 750.00
10 pcs Magazine file box (single)	₱ 1,510.00
5 pcs Magazine file box (double)	₱ 1,300.00
15 pcs Storage box	₱ 2,325.00
4 packs Post-it Flag (sign here)	₱ 716.00
2 boxes Brown Envelope A4 (500pcs/box)	₱ 1,560.00
100 pcs Transparent Tape 24mm x 50mtrs	₱ 1,500.00
50 pcs Transparent Tape 48mm x 50mtrs	₱ 1,500.00
50 pcs Masking Tape 48mm x 50mtrs	₱ 3,000.00
50 pcs Collapsible Box	₱ 6,500.00
300 pcs Expanding Folder w/ Metal Tab (green)	₱ 10,500.00
120 pcs Pencil No.2	₱ 840.00
100 pcs Packaging Tape 48mm x 50mtrs	₱ 2,500.00
4 pcs Canon PG-47 Fine Cartridge (blk)	₱ 2,000.00
4 pcs Canon PG-47 Fine Cartridge (color)	₱ 2,000.00
10 packs Comb Ring binder rings (pre-cut A4, Black) 8mm 10pcs/pck	₱ 1,670.00
10 packs Comb Ring binder rings (pre-cut A4, Black) 10mm 10pcs/pck	₱ 1,790.00
10 packs Comb Ring binder rings (pre-cut A4, Black) 12mm 10pcs/pck	₱ 1,880.00
10 packs Comb Ring binder rings (pre-cut A4, Black) 14mm 10pcs/pck	₱ 1,990.00
5 reams Acetate Film PVC Binding Cover A4	₱ 1,400.00

*“A food-secure Philippines with prosperous farmers and fisherfolk”*





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10 packs Parchment paper	₱ 1,000.00
2 reams PVC Binding Cover	₱ 800.00
<b>Total:</b>	<b>₱ 57,431.00</b>

The prospective bidder shall submit the following eligibility documents as prescribed below:

- SEC or DTI Registration certificate
- Mayor's Permit
- PhilGEPS Registration
- Prescribed Omnibus Sworn Statement

Financial proposal and complete set of eligibility documents shall be submitted in either of the following manner from November 5 to November 11, 2022 9:00am

- Manual/physical submission in a sealed envelope at the General Services Division's Office 5<sup>th</sup> floor, PCA R&D Building, Diliman Quezon City
- Via online or electronic submission at [pcaqc@yahoo.com](mailto:pcaqc@yahoo.com)

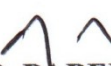
Delivery/Payment terms: Delivery and payment of cellcards shall be on a monthly basis

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

Attached is the Terms of Reference as "Annex A".

For inquiries, you may contact us at telephone no. 8-928-4501 to 09 loc. 406/408 or email us at [pcaqc@yahoo.com](mailto:pcaqc@yahoo.com)

Very Truly Yours,

  
**EDSEL B. PABELLANO**  
Division Chief  
General Services Division

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