



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

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. **10292118** for the “SUPPLY AND DELIVERY OF OFFICE FURNITURE” in accordance with Section 53.9 of the Implementing Rules and Regulations Act No. 9184 with the following details.

LOT	ITEM	ABC
1	3 unit 4-Layer Steel Lateral filing cabinet, L-900mm * W-450mm * H-1380mm	P45,000.00
	10 unit 3-Drawer Steel mobile pedestal, Color Black only, W-40cm * D-56.5cm * H-65.5cm, powder coated material, Weight-14kgs	P50,000.00
	15 unit High back Office Chair, tilt lock mechanism, pneumatic seat height adjustment, PP armrest, chrome chair base, dual wheel casters	P45,000.00
	1 unit Rectangular Conference table, 25mm woodgrain MFC laminated board, cherry walnut color, Dimension - 200*120*75cm	P15,000.00
	3 unit Whiteboard wall mounted 3*4 ft aluminum trim, melamine surface	P9,000.00
	2 unit Executive office chair, black, 65*71.5*110-180cm	P11,600.00
	6 unit Medium back Office chair, black cover and cushion, 63*62*940-104cm	P25,200.00
	10 unit SLED base Office chair	P22,500.00
TOTAL		P223,300.00

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 (notarized)

Financial proposal and complete set of eligibility documents shall be submitted in a sealed envelope on or before November 9 to 13, 2023, 10:00am at the General Services Division's office 5th floor, PCA R&D Bldg., Diliman, Quezon City.

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


EDSEL B. PABELLANO
 Division Chief
 General Services Division



TERMS OF REFERENCE

PROJECT: SUPPLY AND DELIVERY OF OFFICE FURNITURE

LOCATION: PCA CENTRAL OFFICE R&D BLDG., DILIMAN, QUEZON CITY

I. SCOPE OF WORK

Supply and delivery of the following supplies:

LOT	ITEM	ABC
1	3 unit 4-Layer Steel Lateral filing cabinet, L-900mm * W-450mm * H-1380mm	P45,000.00
	10 unit 3-Drawer Steel mobile pedestal, Color Black only, W-40cm * D-56.5cm * H-65.5cm, powder coated material, Weight-14kgs	P50,000.00
	15 unit High back Office Chair, tilt lock mechanism, pneumatic seat height adjustment, PP armrest, chrome chair base, dual wheel casters	P45,000.00
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	6 unit Medium back Office chair, black cover and cushion, 63*62*940-104cm	P25,200.00
	10 unit SLED base Office chair	P22,500.00
TOTAL		P223,300.00

II. OTHER TERMS AND CONDITIONS

Partial bids are not allowed. Bidders shall submit proposal for all items stated above.

1. 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 (notarized)

2. Financial proposal and complete set of eligibility documents shall be submitted in a sealed envelope on or before November 9 to 13, 2023, 10:00am at the General Services Division's office 5th floor, PCA R&D Bldg., Diliman, Quezon City.

3. Incomplete submission of requirements upon deadline will result into disqualification of bids.

4. Delivery period: 30 Working Days upon receipt of approved Purchase Order (P.O)

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

6. Payment terms: 30 days upon acceptance

Conforme:

Bidder's Authorize Representative

Date: _____