



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>

## LETTER

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March 31, 2022

## REQUEST FOR QUOTATION

The Philippine Coconut Authority (PCA), through its General Services Division, will undertake a Shopping posted in PhilGEPS with DBM REF no. **8573378** for the “**SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES**” in accordance with Section 52 of the Implementing Rules and Regulations Act No. 9184 with the following details.

ITEMS	ABC
100 pcs magazine box	₱10,000.00
200 pcs loose leaf folder / tagboard	₱5,000.00
1 pc Heavy duty pencil sharpener	₱500.00
1 pc webcam with mic 1080P, HD	₱2,000.00
5 roll filing rope (yellow color only)	₱500.00
100 pcs file folder with sided fastener	₱3,000.00
10 bottle epson L15150 #008 ink black	₱7,500.00
3 bottle epson L15150 #008 ink cyan	₱2,250.00
3 bottle epson L15150 #008 ink magenta	₱2,250.00
3 bottle epson L15150 #008 ink yellow	₱2,100.00
10 pcs Dong-A 0.3 ballpen blue	₱210.00
20 pcs Dong-A ballpen black	₱420.00
1 pc push cart	₱5,000.00
1 pc computer chair - swivel chair low back with head rest	₱10,500.00
24 pcs monoblock chair (white / green / cream color)	₱8,400.00
20 pcs per size Ring binder SIZES: 1/4, 1/2, 3/4, 1”, 2”	₱2,000.00
24 pcs red sign pen	₱576.00
36 pcs sticky note (flaglets)	₱1,440.00
<b>TOTAL</b>	<b>₱63,646.00</b>

The prospective supplier may bid for any or all of the items mentioned above.

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





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The prospective bidder shall submit the following eligibility documents with the financial proposal in a sealed envelope:

- a. SEC or DTI Registration certificate
- b. Mayor's Permit
- c. PhilGEPS Registration
- d. Prescribed Omnibus Sworn Statement

Financial proposal and complete set of eligibility documents shall be submitted in either of the following manner from April 01 to April 06, 2022, 10:00 am:

1. Manual/physical submission in a sealed envelope at the General Services Division's office 5th floor, PCA R&D Building, Diliman Quezon City; or
2. 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 to 09 loc. 406/408 or email us at [pcaqc@yahoo.com](mailto:pcaqc@yahoo.com)

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



## TERMS OF REFERENCE

PROJECT: SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES

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

### I. SCOPE OF WORK

Supply and delivery of the following supplies:

ITEMS	ABC
1. 100 pcs magazine box	₱10,000.00
2. 200 pcs loose leaf folder / tagboard	₱5,000.00
3. 1 pc Heavy duty pencil sharpener	₱500.00
4. 1 pc webcam with mic 1080P, HD	₱2,000.00
5. 5 roll filing rope (yellow color only)	₱500.00
6. 100 pcs file folder with sided fastener	₱3,000.00
7. 10 bottle epson L15150 #008 ink black	₱7,500.00
8. 3 bottle epson L15150 #008 ink cyan	₱2,250.00
9. 3 bottle epson L15150 #008 ink magenta	₱2,250.00
10. 3 bottle epson L15150 #008 ink yellow	₱2,100.00
11. 10 pcs Dong-A 0.3 ballpen blue	₱210.00
12. 20 pcs Dong-A ballpen black	₱420.00
13. 1 pc push cart	₱5,000.00
14. 1 pc computer chair - swivel chair low back with head rest	₱10,500.00
15. 24 pcs monoblock chair (white / green / cream color)	₱8,400.00
16. 20 pcs per size Ring binder SIZES: 1/4, 1/2, 3/4, 1", 2"	₱2,000.00
17. 24 pcs red sign pen	₱576.00
18. 36 pcs sticky note (flaglets)	₱1,440.00

### II. OTHER TERMS AND CONDITIONS

1. The prospective supplier may bid for any or all of the items mentioned above.

2. The prospective supplier shall submit the following eligibility documents together with the financial proposal in a sealed envelope on or before April 6, 2022 , 10:00am at 5<sup>th</sup> floor, PCA R&D Building, Diliman, Quezon City.

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

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

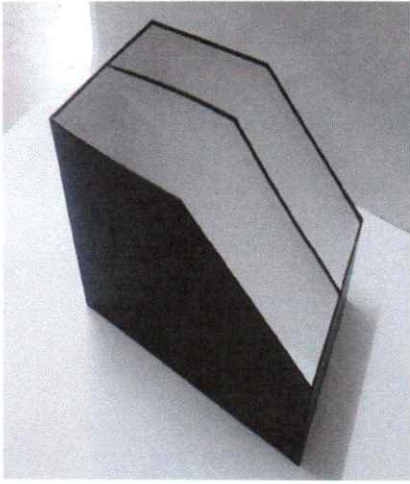
4. The quoted price shall be valid 15 days upon receipt of Purchase Oder.

5. Payment terms: 30 days upon acceptance

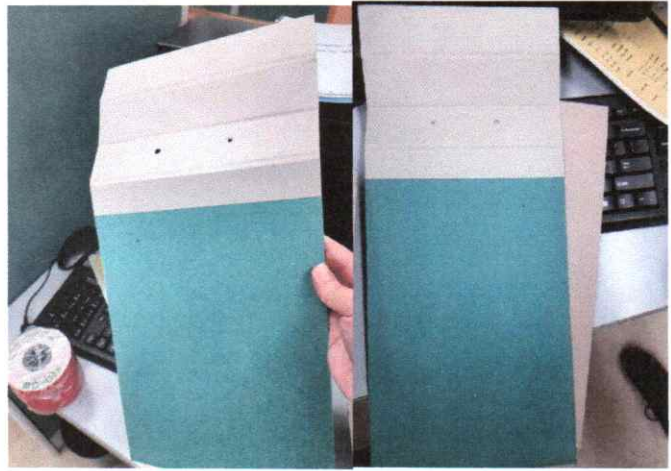
Conforme:

\_\_\_\_\_  
Bidder's Authorize Representative

Date: \_\_\_\_\_



MAGAZINE BOX HORIZONTAL



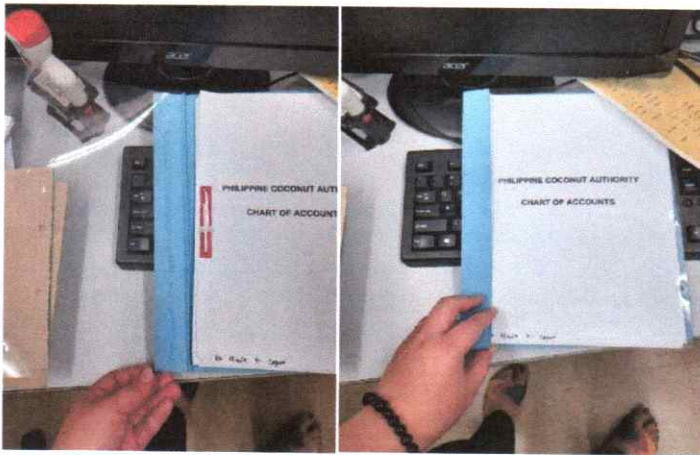
LOOSE LEAF FOLDER / TAGBOARD



HEAVY DUTY SHARPENER



FILING ROPE (yellow color)



FILE FOLDER WITH SIDED FASTENER



PUSH CART