



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. **10317622** for the “**SUPPLY AND DELIVERY OF PACKED MEALS**” in accordance with Section 53.9 of the Implementing Rules and Regulations Act No. 9184 with the following details.

Supply and delivery of packed meal:

November 28, 29, 30 and December 1, 2023

55 pax per day

Lunch - 11:00 AM

Menu: 1pc Fried chicken, 3 side dish, rice, regular coke

The approved budget for this contract is **Sixty-Six Thousand Pesos Only. (P66,000.00).**


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)

Financial proposal and complete set of eligibility documents shall be submitted in a sealed envelope on or before November 20, 2023, 7:00am 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

I. PROJECT AND LOCATION

PROJECT : Supply and delivery of Packed Meal on 4-day public film showing on November 28, 29, 30 and December 1, 2023

LOCATION : PCA Central Office Diliman, Quezon City

II. SCOPE OF WORK

Supply and delivery of packed meal:

November 28, 29, 30 and December 1, 2023

55 pax per day

Lunch - 11:00 AM

Menu: 1pc Fried chicken, 3 side dish, rice, regular coke

The approved budget for this contract is **Sixty-Six Thousand Pesos Only.** (P66,000.00).

III. OTHER TERMS AND CONDITION

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

- a. SEC or DTI or CDA 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 a sealed envelope on or before November 15 to 20, 2023, 7:00am 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: DATE OF EVENT

5. Payment terms: 30 days upon completion

Conforme:

Bidder's Authorize Representative

Date: _____

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11/14/23