



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. **10318752** for the “**SUPPLY AND DELIVERY OF 213 PCS POLO SHIRT**” in accordance with Section 53.9 of the Implementing Rules and Regulations Act No. 9184 with the following details.

Supply and delivery of 213 pcs polo shirt with embroidery services (as per prescribed design) for male and female employees of Philippine Coconut Authority, in support and observance of the 18-Day Campaign to End Violence Against Women on November 25 to December 12, 2023. Sample of polo shirt fabric and sizer shall be presented to PCA Human Resource Division before award.

Materials:	65% cotton, 35% polyester
Features:	wrinkle and shrink resistant; 2 button placket; flat knit collar and cuffs, Short sleeve
DA with PCA logo:	embroidered 3.5”
VAW logo:	embroidered 4.5”


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 20, 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 213 PCS POLO SHIRT

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

I. SCOPE OF WORK

Supply and delivery of 213 pcs polo shirt with embroidery services (as per prescribed design) for male and female employees of Philippine Coconut Authority, in support and observance of the 18-Day Campaign to End Violence Against Women on November 25 to December 12, 2023. Sample of polo shirt fabric and sizer shall be presented to PCA Human Resource Division before award.

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II. APPROVED BUDGET OF CONTRACT

The approved budget of contract is One Hundred Twenty-Seven Thousand Eight Hundred Pesos Only (₱127,800.00).

III. OTHER TERMS AND CONDITIONS

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

- a. SEC or DTI Registration certificate
- b. Mayor's Permit
- c. PhilGEPS Registration
- d. Prescribed Omnibus Sworn Statement (notarized, 10 items)

2. Financial proposal and complete set of eligibility documents shall be submitted in a sealed envelope on or before November 15 to 20, 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: Not later than December 7, 2023.

5. Payment terms: 30 days

Conforme:

Bidder's Authorize Representative

Date: _____

Marcus
11/14/23



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11/14/23