



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. **8886623** for the “SUPPLY, DELIVERY AND PRINTING OF 700 PCS NON-FOOD PRODUCT CATALOGUE AND 400 PCS COCONUT FOOD PRODUCT CATALOGUE” in accordance with Section 53.9 of the Implementing Rules and Regulations Act No. 9184 with the following details.

ITEMS	ABC
Supply, Delivery and Printing of 700pcs Non-Food Product catalogue and 400 pcs Coconut Food Product Catalogue	₱231,000.00
<b>Total:</b>	<b>₱231,000.00</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 August 2 to August 5, 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: The Delivery period from approval of final sample is 10 working days. Payment is 15 days upon acceptance.

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

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






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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 [pcagc@yahoo.com](mailto:pcagc@yahoo.com)

Very Truly Yours,

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

## TERMS OF REFERENCE

### I. PROJECT AND LOCATION

**PROJECT :** PRINTING OF 700 PCS COCONUT NON-FOOD PRODUCT CATALOGUE AND 400 PCS COCONUT FOOD PRODUCT CATALOGUE

**LOCATION :** PCA R&D Bldg. Diliman, Quezon City

### II. SCOPE OF WORK

Supply, delivery and printing of *700 pcs Coconut Non-Food Product Catalogue* and *400 pcs Coconut Food Product Catalogue* with the following specifications:

1. Provide printing services for the Following

a. Printing of 700 pcs Coconut Non-Food Product Catalogue (**₱147,000.00**)

**Specification:**

- 40 pages including cover
- Size: 8.5" x 11" folded
- Stock Cover Material: C2s 220lbs
- Stock Inside Material: Matte 120lbs
- Color Cover: Full Color, 2 sides
- Color Inside: Full Color (Bleed)
- Binding: Saddle stitch (Perfect binding)
- With Matte Lamination (Spot UV)

b. Printing of 400 pcs Coconut Food Product Catalogue (**₱84,000.00**)

**Specification:**

- 40 pages including cover
- Size: 8.5" x 11" folded
- Stock Cover Material: C2s 220lbs
- Stock Inside Material: Matte 120lbs
- Color Cover: Full Color, 2 sides
- Color Inside: Full Color (Bleed)
- Binding: Saddle stitch (Perfect binding)
- With Matte Lamination (Spot UV)

2. Upon receipt of the Purchase Order (P.O), the winning supplier shall submit sample print within three (3) working days for proofreading and approval.

3. The supplier shall deliver the complete items per P.O within ten (10) working days from approval of the final sample

### **III. OTHER TERMS AND CONDITION**

1. The prospective bidder shall submit the following together with their financial proposal in a sealed envelope on August 5, 2022 9am at 5<sup>th</sup> floor, General Services Division, PCA R&D Building, Diliman, Quezon City.

- a. SEC and DTI Registration Certificate
- b. Mayors' Permit
- c. PHILGEPS Registration
- d. Prescribed Omnibus Sworn Statement

2. The delivery period from approval of the final sample is 10 working days.

3. Payment terms: 15 days upon acceptance

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

### **CONFORME:**

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**Authorized Bidders Representative**  
(Printed Name and signature)