



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>

June 16, 2022

### 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# 8761796 for the "Printing of Pre-numbered RA8048 Forms." in accordance with Section 53.9 of the Implementing Rules and Regulations Act No. 9184 with the following details.

ITEMS	ABC
Printing of Pre-numbered RA8048 Forms with Security Features.	Php. 400,000.00

The prospective bidders shall submit the following eligibility documents in a sealed envelope.

- SEC or DTI Registration Certificate
- Mayor's Permit or Business Permit
- Statement of Completed Projects
- PhilGEPS Registration
- Duly Signed Conforme of TOR
- Prescribed Omnibus Sworn Statement (10 items)

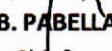
Financial proposal and complete set of eligibility documents shall be submitted in either of the following manner from June 17 to 23, 2022, 1:00pm.

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

Very Truly Yours,

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

*"A food-secure Philippines with prosperous farmers and fisherfolk"*



## **TERMS OF REFERENCE**

### **1. PROJECT AND LOCATION**

**PROJECT :** TO PROVIDE BLANK PRE-NUMBERED RA8048 FORMS WITH SECURITY FEATURES.

**LOCATION :** PCA R&D BLDG. ELLIPTICAL RD. DILIMAN, QUEZON CITY

### **SCOPE OF WORK**

- a. Provide the following accountable forms with security features:
  - i. Accountable Form 4,000 booklet/pad
- b. The forms shall conform to wit:
  - i. Must be in booklet/pad form (50 forms/pad)
  - ii. A4 CBS1 security/check paper 96GSM with visible and invisible light/fibre
  - iii. With invisible PCA logo watermark embedded
  - iv. Pre-numbered using security lottery application
  - v. Printed with hidden image/words that can be seen thru special lens
  - vi. Logo of PCA printed with an UV ink

### **2. OTHER TERMS AND CONDITIONS**

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

- a. SEC and DTI Registration Certificate
  - b. Mayor's Permit or Business Permit
  - c. Statement of completed projects
  - d. PHILGEPS Registration
  - e. Duly signed Conforme of TOR
  - f. Prescribed Omnibus Sworn Statement
3. Upon signing and approval of the Purchase Order (P.O) the winning supplier must submit sample within seven (3) days for approval.
  4. The supplier shall deliver the complete items as per P.O within fifteen (15) calendar days upon approval for the final sample
  5. Financial proposal and complete set of eligibility documents shall be submitted in either of the following manner from June 17 to 23, 2022, 1:00pm.
    - a. Manual/physical submission in a sealed envelope at the General Services Division's office, 5<sup>th</sup> floor, PCA R&D Bldg., Diliman, Quezon City
    - b. Via online or electronic submission at [pcaqc@yahoo.com](mailto:pcaqc@yahoo.com)

CONFORME:

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

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