



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#10850095 for the "Resource Speaker for the conduct of Training on Kalakat and Handicraft Weaving using Oil Palm Fronds on June 3-7, 2024" in accordance with Section 53.9 of the Implementing Rules and Regulations Act No. 9184 with the following details.

ITEMS	ABC
Resource Speaker for the conduct of Training on Kalakat and Handicraft Weaving using Oil Palm Fronds on June 3-7, 2024	Php. 120,000.00

The prospective bidders may bid for any lot or all of the lots mentioned above and shall submit the following in a sealed envelope.

- a. SEC or DTI Registration Certificate
- b. Mayor's Permit or Business Permit
- c. PhilGEPS Registration
- d. Prescribed Omnibus Sworn Statement (10 items)
- e. Statement of Completed similar contracts for the last five (5) years
- f. Curriculum Vitae of designated speakers

1. The prospective Resource Speaker will conduct the Training on Kalakat and Handicraft Weaving using oil palm fronds on June 3 – 7, 2024 at PCA NCSPC, Aroman, Carmen, North Cotabato.
2. The training should cover 25 participants;
3. The resource speaker shall provide all the training materials needed.


Financial proposal and complete set of eligibility documents shall be submitted in either of the following manner from May 14 - 17, 2024, 1:00pm.

- a. Manual/physical submission in a sealed envelope at the General Services Division's office, 5th floor, PCA R&D Bldg., Diliman, Quezon City
- b. Via online or electronic submission at 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

Very Truly Yours,


EDSEL B. PABELLANO
Division Chief III, GSD

TERMS OF REFERENCE

TRAINING ON KALAKAT AND HANDICRAFT WEAVING USING OIL PALM FRONDS

I. SCOPE OF WORK

To provide Resource speaker for the conduct of Training on Kalakat and Handicraft Weaving using Oil Palm Fronds on June 3-7, 2024 at PCA New Coconut Seed Production Center (NCSPC), Aroman, Carmen, North Cotabato.

Training course/programme aims to:

1. Develop and promote community-based products which will increase the average farmers' annual income.
2. Increase participation of oil palm growers in the whole supply and value chain of the palm oil industry.
3. Enhance and develop farmers' ability in making handicraft products especially kalakat, baskets, hampers, trays, etc.
4. Provide a new livelihood business opportunity to farmers, organizations, and cooperatives

II. QUALIFICATION REQUIREMENTS FOR THE SERVICE PROVIDER

1. Must have at least five (5) years of experience in conducting livelihood trainings.
2. Must have at least three (3) Resource Speakers to conduct the training.
3. Must have conducted similar training with other government office.
4. Must have special skills in product design and weaving.
5. Must have relevant trainings and workshops attended.

III. REQUIREMENTS FOR ELIGIBILITY CHECK OF BIDDERS/CONSULTANTS

A. Eligibility Documents:

1. SEC or DTI Registration Certificate
2. Statement of Completed similar contracts for the last five (5) years
3. Current Income and Business Tax return filed through EFPS and duly received by BIR
4. Philgeps Registration
5. Omnibus Sworn Statement*
6. Curriculum Vitae of designated speakers

IV. OTHER TERMS AND CONDITIONS:

1. The prospective Resource Speaker will conduct the Training on Kalakat and Handicraft Weaving using oil palm fronds on June 3 – 7, 2024 at PCA NCSPC, Aroman, Carmen, North Cotabato.
2. The training should cover 25 participants;
3. The resource speaker shall provide all the training materials needed.

- 4. Financial proposal and complete set of eligibility documents shall be submitted in either of the following manner from May 14 to 17, 2024, 1:00pm.**
 - a. Manual/physical submission in a sealed envelope at the General Services Division's office, 5th floor, PCA R&D Bldg., Diliman, Quezon City
 - b. Via online or electronic submission at pcaqc@yahoo.com

Conforme:

Supplier's Authorized Representative

Date: _____

Note: Each page of this Terms of Reference shall be initialed by the Bidder's authorized representative.