



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](http://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. **10690818** for the "SUPPLY AND DELIVERY OF 171 SACKS OF RICE" in accordance with Section 52.1.b of the Implementing Rules and Regulations Act No. 9184 with the following details.

Supply and delivery of 171 sacks of Premium Local Rice, 25kg per sack, Crop Year - 2023 to Present, small grains.

The approved budget for this contract is TWO HUNDRED FIFTY-SIX THOUSAND FIVE HUNDRED PESOS ONLY (₱256,500.00)

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

- a. SEC or DTI or CDA Registration
- c. PhilGEPS Registration Certificate
- b. Mayor's Permit
- d. Prescribed Omnibus Sworn Statement (notarized)
- e. Duly Conformed Terms of Reference (TOR)

Financial proposal and complete set of eligibility documents shall be submitted in a sealed envelope from March 23 to 27, 2024, 10:00 AM 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 [pcagc@yahoo.com](mailto:pcagc@yahoo.com)

  
**EDSEL B. PABELLANO**

Division Chief  
General Services Division



## TERMS OF REFERENCE

### I. PROJECT AND LOCATION

**PROJECT :** Supply and Delivery of 171 sacks of Rice

**LOCATION :** PCA Central Office Diliman, Quezon City.

### II. SCOPE OF WORK

Supply and delivery of 171 sacks of Premium Local Rice, 25kg per sack, Crop Year - 2023 to Present, small grains

The approved budget for this contract is **TWO HUNDRED FIFTY-SIX THOUSAND FIVE HUNDRED PESOS ONLY (₱256,500.00)**

### III. OTHER TERMS AND CONDITION

1. Bidders shall provide 1kg. of premium local rice for sample together with the sealed quotation.
2. Opening of sacks upon delivery for quality assurance check by the requisitioner and assigned buyer.
3. All sacks of rice that did not match the approved sample will be returned to the supplier for replacement.
4. Replacement of the sacks of rice will be replaced within 7 days upon notice.
5. The prospective bidder shall submit the following eligibility documents as prescribed below:
  - a. SEC or DTI or CDA Registration
  - c. PhilGEPS Registration Certificate
  - b. Mayor's Permit
  - d. Prescribed Omnibus Sworn Statement (notarized)
  - e. Duly Conformed Terms of Reference (TOR).
6. Financial proposal and complete set of eligibility documents shall be submitted in a sealed envelope from March 23 to 27, 2024, 10:00 AM at the General Services Division's office 5th floor, PCA R&D Bldg., Diliman, Quezon City.
- 7. Incomplete submission of requirements upon deadline will result into disqualification of bids.**
8. Delivery period: 15 Working Days upon receipt of P.O.
9. Payment terms: 30 days upon completion of delivery

Conforme:

Bidder's Authorize Representative  
Date: \_\_\_\_\_