



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF AGRICULTURE
PHILIPPINE COCONUT AUTHORITY
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LETTER	DOC. REF. NO.	
	EFFECTIVE DATE	
	REVISION NO.	0
	NO. OF PAGES	1

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. **10053462** for the “SUPPLY, AND DELIVERY OF 500 PCS TOTE BAG AND ROUND FAN WITH PRINT” in accordance with Section 53.9 of the Implementing Rules and Regulations Act No. 9184 with the following details.

ITEMS	ABC
SUPPLY, AND DELIVERY OF 500 PCS TOTE BAG AND ROUND FAN WITH PRINT	₱120,000.00

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 19 to August 22, 2023 9:00 am:

- Manual/physical submission in a sealed envelope at the General Services Division's office 5th floor, PCA R&D Building, Diliman Quezon City; or
- 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 to 09 loc. 406/408 or email us at pcaqc@yahoo.com

EDSEL B. PABELLANO
Division Chief
General Services Division

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



TERMS OF REFERENCE

I. PROJECT AND LOCATION

PROJECT : Supply and delivery of 500 PCS TOTE BAGS AND ROUND FAN

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

II. SCOPE OF WORK

1. Supply and delivery of 500 pcs tote bag and 500 pcs round fan with the following specifications:

A. TOTE BAG WITH PRINT (500 PIECES)

Specifications:

- Size: Body: 4 x 13.5 x 14 inches (W x L x H)
- Handle: 22 inches
- Material: Canvass
- Color: White
- Print: Sublimation/Silkscreen (colored both sides)
- Proofing Machine grade

B. ROUND FAN WITH PRINT (500 PIECES)

Specifications:

- Size: 9 inches (diameter)
- Type: Foldable/Twistable (with pocket/pouch)
- Material: Nylon
- Color: Brown (C 26 m 72 y 100 k 17; r 166 g 85 b 15;HEX a6550f)
- Print: Digital Print (colored/both sides)
- Proofing Machine grade

TOTAL ABC: (₱120,000.00)

2. Upon receipt of the Purchase Order (P.O), the winning supplier shall submit sample within one (1) calendar day for proofreading and approval.

3. The supplier shall submit an actual sample of the finished product with the required material specified above.

4. The supplier shall deliver the complete items per P.O within seven (07) calendar days from approval of the final sample

4. Deadline for submission of proposal is on or before August 22,2023 9:00am at Procurement Unit, 5th Floor PCA R&D Building, Diliman, Quezon City.

III. OTHER TERMS AND CONDITION

1. The prospective bidder shall submit the following together with their financial proposal in a sealed envelope on August 22 ,2023 9:00am at 5th floor, General Services Division, PCA R&D Building. Diliman, Quezon City.

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

Financial proposal and complete set of eligibility documents shall be submitted in either of the following manner from August 19 to August 22,2023 9:00 am

- a. Manual/Physical submission in a sealed envelope at the General Services Division's Office 5th floor, PCA R&D Building, Diliman Quezon City
- b. Via online or electronic submission at pcaqc@yahoo.com

Delivery /Payment terms: The delivery period from approval of final sample is 7 calendar days .
Payment is 15 days upon completion.

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

Conforme:

Bidder's Authorized Representative