



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>

## LETTER

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|----------------|---|
| DOC. REF. NO.  |   |
| EFFECTIVE DATE |   |
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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. **8898878** for the "SUPPLY, DELIVERY AND PRINTING OF VARIOUS MANUAL" 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 various manual | P922,500.00        |
| <b>Total:</b>                                   | <b>P922,500.00</b> |

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

- SEC or DTI Registration certificate
- Mayor's Permit
- Current Financial Statement duly received by the BIR and Income tax Return filed through EFPS
- 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 5 to August 8, 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: Delivery is 15 days upon receipt of Purchase Order  
Payment terms: 15 days upon acceptance

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

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](mailto:pcaqc@yahoo.com)

Very Truly Yours,

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

