



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>

September 7, 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#8987501 for the "Video Conferencing System with Accessories" in accordance with Section 53.9 of the Implementing Rules and Regulations Act No. 9184 with the following details.

ITEMS	ABC
1 unit Video Conferencing System	Php. 80,000.00
3 units Uninterruptible Power Supply	Php. 16,500.00
1 unit Heavy Duty Tripod	Php. 4,000.00

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)

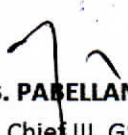
Financial proposal and complete set of eligibility documents shall be submitted in either of the following manner from September 7 to 13, 2022, 1:00pm.

- 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)

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 III, GSD

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



## TERMS OF REFERENCE

**PROJECT :** SUPPLY AND DELIVERY OF VIDEO CONFERENCING SYSTEM WITH ACCESSORIES  
**LOCATION :** PCA R&D BLDG. ELLIPTICAL RD. DILIMAN, QUEZON CITY

## I. SCOPE OF WORK:

Supplier shall provide/supply and deliver **VIDEO CONFERENCING SYSTEM WITH ACCESSORIES** duly in accordance with the specifications and delivery schedule

## II. ITEMS/SPECIFICATIONS

**Lot 1 – One (1) unit Video HD Top Conference System w/ Camera and Expansion Microphone (Php. 80,000.00)**

Smooth motorized pan, tilt, and zoom, controlled from remote/console, Full HD 1080p, 30fps  
 90 degrees Field of View

**Lot 2 - Three (3) pcs. Uninterruptible Power Supply (Php. 5,500.00 each)**

700VA (480W), Outlet: 4 for AVR and Back-up Power and 4 for Surge Protection Only

**Lot 3 – One (1) pc. Horizontal Mount Heavy Duty Camera Tripod w/ 3-way Pan and Tilt Head (Php. 4,000.00)**

Material: Aluminum Alloy  
 Max Pipe Diameter: 20mm  
 Min Pipe Diameter: 11mm  
 Folding Length: 50cm / 19.7"  
 Max Height: 154cm / 60.6"  
 Max Loading Capacity: 5kg

## III. OTHER TERMS AND CONDITIONS

1. 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)
2. Financial proposal and complete set of eligibility documents shall be submitted in either of the following manner from September 7 to 13, 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)
3. The delivery period from the receipt of Purchase Order is 30 working days.
4. The warranty period shall be 1 year from the date of Final Acceptance.