



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>

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. **9560729** for the "SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES" in accordance with Section 52.1.b of the Implementing Rules and Regulations Act No. 9184 with the following details.

UNIT	ITEM DESCRIPTION	QUANTITY	UNIT COST	TOTAL COST
packs	AA Battery (4pcs/pack)	120	60.00	7,200.00
packs	AAA Battery (4pcs/pack)	100	60.00	6,000.00
gals	Alcohol, Isoprophyl 70%	102	340.00	34,680.00
pcs	Arch File 2 holes, A4 Green	85	120.00	10,200.00
pcs	Arch File 2 holes, Legal Green	50	130.00	6,500.00
pcs	Ballpen (Black) 0.5mm	644	10.00	6,440.00
pcs	Ballpen (Blue) 0.5mm	322	10.00	3,220.00
pcs	Ballpen (Red) 0.5mm	116	10.00	1,160.00
boxes	Binder Clip 1/2"	121	13.00	1,573.00
boxes	Binder Clip 1"	132	18.00	2,376.00
boxes	Binder Clip 1-1/4"	133	30.00	3,990.00
boxes	Binder Clip 2"	120	58.00	6,960.00
box	Brown Envelope Legal (500pcs/box)	2	982.00	1,964.00
pcs	Clear Book with pockets (legal)	10	40.00	400.00
pcs	Collapsible Box	270	100.00	27,000.00
reams	Copy Paper A3, 80GSM	5	350.00	1,750.00
reams	Copy Paper (letter/short), 80GSM	30	200.00	6,000.00
pcs	Correction Tape	230	14.00	3,220.00
pcs	Expanding Envelope (Brown)	600	13.00	7,800.00
pcs	Expanding Folder (Green) Local	600	20.00	12,000.00
pcs	Expanding Folder with Metal Tab (Green)	100	25.00	2,500.00
box	Fastener Metal	80	96.00	7,680.00
pcs	Folder ordinary A4 (100pcs/pack)	700	5.00	3,500.00
pcs	Folder Ordinary legal (100pcs/pack)	700	7.00	4,900.00
pcs	Highlighter Marker	160	15.00	2,400.00
pcs	Loose Leaf Folder	500	45.00	22,500.00
pcs	Magazine Box Horizontal	260	90.00	23,400.00
pcs	Masking Tape 24mm x 50mm	90	63.00	5,670.00
pcs	Masking Tape 48mm x 50mm	80	123.00	9,840.00
pcs	Notebook Steno	150	14.00	2,100.00
pcs	Packaging Tape 48mm x 50mm	100	25.00	2,500.00
box	Paper Clip 50mm	120	15.00	1,800.00
pcs	Heavy Duty Paper Puncher	20	160.00	3,200.00
pcs	Parchment Paper/Certificate Paper	800	8.00	6,400.00
pcs	Pencil	150	6.00	900.00
box	Push Pin	25	25.00	625.00
packs	PVC cover acetate	16	350.00	5,600.00
pcs	Record Book 300pages	50	100.00	5,000.00
pcs	Record Book 500pages	90	120.00	10,800.00
pcs	Ring Binder 1"	125	31.00	3,875.00
pcs	Ring Binder 1/2"	50	11.00	550.00
pcs	Ring Binder 1-1/2"	110	42.00	4,620.00
pcs	Ring Binder 2"	40	52.00	2,080.00
pcs	Scissors, Symmetrical/Assymetrical	40	34.00	1,360.00
pcs	Sign Pen Black 0.5mm	220	25.00	5,500.00
pcs	Sign Pen Blue 0.5mm	150	25.00	3,750.00
pcs	Stamp Pad Felt	25	45.00	1,125.00
box	Staple wire B8 Bostitch	30	70.00	2,100.00
packs	Sticky Note Flaglets Joy	215	75.00	16,125.00
packs	Sticky Notepad 3x3 Joy	180	60.00	10,800.00
packs	Sticky Notepad 3x4 Joy	170	70.00	11,900.00
pcs	Storage Box w/ lid	100	420.00	42,000.00
pcs	Straw twine	15	60.00	900.00

pcs	Tape Dispenser	20	150.00	3,000.00
pcs	Transparent Scotch Tape 24mm x 50mm	100	15.00	1,500.00
pcs	Transparent Scotch Tape 48mm x 50mm	100	25.00	2,500.00
pcs	Vellum Board 200GSM (cream or white color)	1600	7.00	11,200.00
pcs	Whiteboard Marker Black	100	15.00	1,500.00
pcs	Whiteboard Marker Blue	70	15.00	1,050.00
pcs	Whiteboard Marker Red	50	5.00	250.00
packs	Whiteboard push pins magnet	6	30.00	180.00
packs	Index Card 5x8, 100pc/pack	7	50.00	350.00
packs	Sheet Protector A4 (Clearbook Fillers/ pocket)	20	95.00	1,900.00
pcs	CMOS Battery	6	25.00	150.00
packs	Button Battery	6	15.00	90.00
packs	Sticker Paper A4 Matte (10pcs/pack)	5	80.00	400.00
reams	Colored Paper (Yellow/Neon Yellow Green) 80gsm Nappoo	5	350.00	1,750.00
reams	Multicolored Paper 80gsm Nappoo	5	350.00	1,750.00
packs	Photo Paper A4	14	150.00	2,100.00
pcs	Battery Maxell LR44 A75	10	15.00	150.00
pcs	Sharpie (Fine point)	25	40.00	1,000.00
TOTAL:				P409,253.00

Partial bids are not allowed. Bidders shall submit proposal for all items stated above.

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

- a. SEC or DTI Registration certificate
- b. Mayor's Permit
- c. PhilGEPS Registration
- d. Prescribed Omnibus Sworn Statement (10 items, notarized)

Financial proposal and complete set of eligibility documents shall be submitted in either of the following manner from March 11 to 17, 2023, 10:00 am:

1. Manual/physical submission in a sealed envelope at the General Services Division's office 5th floor, PCA R&D Building, Diliman Quezon City; or
2. 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

PROJECT: SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES

LOCATION: PCA CENTRAL OFFICE R&D BLDG., DILIMAN, QUEZON CITY

I. SCOPE OF WORK

Supply and delivery of the following supplies:

UNIT	ITEM DESCRIPTION	QUANTITY	UNIT COST	TOTAL COST
packs	AA Battery (4pcs/pack)	120	60.00	7,200.00
packs	AAA Battery (4pcs/pack)	100	60.00	6,000.00
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pcs	Sign Pen Blue 0.5mm	150	25.00	3,750.00
pcs	Stamp Pad Felt	25	45.00	1,125.00
box	Staple wire 88 Bostitch	30	70.00	2,100.00
packs	Sticky Note Flaglets Joy	215	75.00	16,125.00
packs	Sticky Notepad 3x3 Joy	180	60.00	10,800.00
packs	Sticky Notepad 3x4 Joy	170	70.00	11,900.00
pcs	Storage Box w/ lid	100	420.00	42,000.00
pcs	Straw twine	15	60.00	900.00
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packs	Sheet Protector A4 (Clearbook Fillers/ packet)	20	95.00	1,900.00
pcs	CMOS Battery	6	25.00	150.00
packs	Button Battery	6	15.00	90.00
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reams	Colored Paper (Yellow/Neon Yellow Green) 80gsm Nappoo	5	350.00	1,750.00
reams	Multicolored Paper 80gsm Nappoo	5	350.00	1,750.00
packs	Photo Paper A4	14	150.00	2,100.00
pcs	Battery Maxell LR44 A75	10	15.00	150.00
pcs	Sharpee (Fine point)	25	40.00	1,000.00
TOTAL:				₱409,253.00

II. OTHER TERMS AND CONDITIONS

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

- a. SEC or DTI Registration certificate
- b. Mayor's Permit
- c. PhilGEPS Registration
- d. Prescribed Omnibus Sworn Statement (10 items, notarized)

2. Financial proposal and complete set of eligibility documents shall be submitted in either of the following manner from March 11 to 15, 2023, 10:00 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; or
- b. Via online or electronic submission at pcaqc@yahoo.com

3. Delivery period: 15 Working Days upon receipt of approved Purchase Order (P.O)

4. Payment terms: 30 days upon acceptance

Conforme:

Bidder's Authorize Representative

Date: _____