



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>

June 15, 2023

### 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#9849975 for the "Venue and Meals during the PCA 50<sup>th</sup> Anniversary" in accordance with Section 53.9 of the Implementing Rules and Regulations Act No. 9184 with the following details.

ITEMS	ABC
Venue and Meals during the PCA 50 <sup>th</sup> Anniversary	Php. 770,000.00

The prospective bidders shall submit the following in a sealed envelope.

- SEC or DTI Registration Certificate
- Mayor's Permit or Business Permit
- PhilGEPS Registration
- Current Income Tax Return duly received by BIR
- Prescribed Omnibus Sworn Statement (10 items)

Financial proposal and complete set of eligibility documents shall be submitted in either of the following manner from June 15 to 19, 1:00pm.

- 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
- 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)

  
**EDSEL B. PABELLANO**

Division Chief

General Services Division

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



Philippine Coconut Authority  
TERM OF REFERENCE  
**VENUE FOR THE PCA 50<sup>th</sup> ANNIVERSARY CELEBRATION**

**I. PROJECT**

To provide a venue/event place and meals in Quezon City which can accommodate 385 employees for the conduct of the Employees Appreciation and Cultural Night during the PCA 50<sup>th</sup> Anniversary on 30 June 2023.

**II. SCOPE OF WORK**

1. To provide event place/room with the following facilities and amenities:

- Chairs and tables for 385 guests (round table set-up)
- Assisted buffet dinner meal consisting of three courses/viands, soup, rice vegetable, dessert and drinks
- Flowing coffee and tea
- Use of venue for (4) hours
- WIFI or internet access
- LED Wall
- Upgrade sound system with microphones
- Party /mood lights/spotlights
- Extra 2 hours for ingress and 2 hours for egress
- Area for photo booth
- Area for mini exhibit
- Complimentary parking for guests

**III. APPROVED BUDGET**

The approved budget contract is Php 770,000.00

**IV. MODE OF PAYMENT**

Payment shall be made (15) days from completion of the event.

**V. OTHER TERMS AND CONDITIONS**

1. The prospective bidders shall submit the following in a sealed envelope.

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- b. Mayor's Permit or Business Permit
- c. PhilGEPS Registration
- d. Current Income Tax Return duly received by BIR
- e. 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 June 15 to 19, 2023, 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)

CONFORME: \_\_\_\_\_