



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>

December 20, 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#9367690 for the "Supply, Delivery and Installation of Window Blinds" in accordance with Section 53.9 of the Implementing Rules and Regulations Act No. 9184 with the following details.

ITEMS	ABC
Supply, Delivery and Installation of Window Blinds	Php. 105,892.65

The prospective bidders may bid for any lot or all of the lots mentioned above and shall submit the following in a sealed envelope.

- SEC or DTI Registration Certificate
- Mayor's Permit or Business Permit
- PhilGEPS Registration
- Prescribed Omnibus Sworn Statement (10 items)

Financial proposal and complete set of eligibility documents shall be submitted in either of the following manner from December 21 to 26, 2022, 10:00am.

- 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)

Very Truly Yours,

  
**EDSEL B. PABELLANO**  
Division Chief III, GSD

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



**TERMS OF REFERENCE**

**I. PROJECT AND LOCATION**

**PROJECT :** SUPPLY, DELIVERY AND INSTALLATION OF WINDOW BLINDS  
**LOCATION :** R&D BLDG, PCA COMPOUND, ELLIPTICAL RD, DILIMAN, Q.C.

**II. APPROVED BUDGET FOR THE CONTRACT (Php. 105,892.65)**

	<b>Window Blinds Installation (OFAD)</b>	362.89 sq. ft.
1 panel	56 x 103	
2 panels	60 x 103	
1 panel	59.75 x 103	
1 panel	44.75 x 103	
1 panel	73 x 103	
1 panel	14 x 90	
1 panel	33.75 x 103	
1 panel	34.5 x 39	
1 panel	33.25 x 39	
1 panel	35 x 39	
3 panels	36.5 x 37	

	<b>Window Blinds Installation (AFB)</b>	421.5 sq. ft.
1 panel	66 1/2 x 100	
4 panels	59 1/2 x 100	
1 panel	56 x 100	
1 panel	60 x 100	
1 panel	71 1/2 x 100	
2 panels	57.5 x 100	

**III. 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 (notarized)

2. Financial proposal and complete set of eligibility documents shall be submitted in either of the following manner from December 21 to 26, 2022, 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](mailto:pcaqc@yahoo.com)

3. Warranty Period: 1 year after acceptance

4. Delivery and installation: 3 Working Days upon receipt of approved Purchase Order (P.O)

5. Payment terms: 30 days upon acceptance