



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>

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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. **9807334** for the “SUPPLY, DELIVERY AND INSTALLATION OF WINDOW BLINDS WITH VALANCE AT PMO OFFICE” 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 WITH VALANCE AT PMO OFFICE	₱96,692.00

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

- SEC or DTI Registration certificate
- Mayor's Permit
- PhilGEPS Registration
- Prescribed Omnibus Sworn Statement

Financial proposal and complete set of eligibility documents shall be submitted in either of the following manner from June 2 to June 7, 2023, 09:00am:

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

I. PROJECT AND LOCATION

PROJECT: SUPPLY, DELIVERY AND INSTALLATION OF WINDOW BLINDS WITH VALANCE AT PCA 3RD FLOOR PMO OFFICE.

LOCATION: PHILIPPINE COCONUT AUTHORITY DILIMAN, QUEZON CITY

II. SCOPE OF WORK

Supply, Delivery and installation of window roll-up blinds with valance at PCA 3rd floor PMO Office.

1. Supply, delivery and installation of window blinds with the following specifications:

a. RECEIVING AREA

Blackout blinds (3 Panels)

Estimated floor area:

-1.16 m

-1.48 m

-1.13 m

b. PANTRY AREA

Blackout blinds (5 panels)

Estimated floor area:

-.45 m

-1.23 m

-1.56 m

-1.68 m

-1.58 m

c. PMO ROOM

Blackout blinds (4 panels)

Estimated floor area:

-1.36 m

-1.52 m

-1.52 m

-1.47 m

d. HEALTH AND MEDICAL DIVISION

Blackout blinds (4 panels)

-1.48 m

-1.52 m

-1.69 m

-1.72 m

MINIMUM ESTIMATED FLOOR AREA: 600 SQFT.

2. You may conduct inspection of the area where the new blinds will be installed to determine the actual job to be undertaken including actual measurements/panels and the corresponding cost estimates.

3. Winning supplier shall dismantle all the existing blinds prior to the installation of the new ones.

4. The window blinds shall be delivered and installed at PCA building, 3rd floor PMO office, PCA Central Office Elliptical Road Diliman, Quezon City

TOTAL ABC: ₱ 96,692.00

III. DELIVERY SCHEDULE

The Supply, delivery and installation of window blinds shall be within 10 working days from the receipt of Purchase Order.

IV. OTHER TERMS AND CONDITIONS

1. The prospective bidder shall submit the following together with the proposal in a sealed envelope on June 7, 2023 9:00 am at 5th floor, General Services Division, PCA R&D Building. Diliman, Quezon City.

- a. SEC or DTI Registration Certificate
- b. Mayor's Permit
- c. Philgeps Registration
- d. Omnibus Sworn Statement

Financial proposal and complete set of eligibility documents shall be submitted in either of the following manner from June 2-June 7, 2023 9:00 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
- b. Vian online or electronic submission at pcaqc@yahoo.com

Delivery /Payment terms: The delivery period from approval of final sample is 10 working days .
Payment is 15 days upon completion.

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

Conforme:

Bidder's Authorized Representative