



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>

March 28, 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#9611398 for the "Written Examination Manual" in accordance with Section 53.9 of the Implementing Rules and Regulations Act No. 9184 with the following details.

ITEMS	ABC
Written Examination Manual	Php. 35,000.00

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

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

Financial proposal and complete set of eligibility documents shall be submitted in either of the following manner from March 28 to 31, 2023, 1:00pm.

- Manual/physical submission in a sealed envelope at the General Services Division's office, 5th floor, PCA R&D Bldg., Diliman, Quezon City
- 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 loc. 406/408 or email us at pcaqc@yahoo.com

Very Truly Yours,

EDSEL B. PABELLANO
Division Chief III, GSD



TERMS OF REFERENCE

PROJECT : SUPPLY AND DELIVERY OF WRITTEN EXAMINATION MANUAL
LOCATION : PCA R&D BLDG. PCA COMPOUND, ELLIPTICAL RD. DILIMAN, QUEZON CITY

I. SCOPE OF WORK

Supply and delivery of one (1) set written examination manual (Management Development Questionnaire)

Inclusions in the set:

- 1 Manual
- 10 Test Booklets
- 25 Answer Sheets
- 25 Profile Sheets

OTHER TERMS AND CONDITIONS

1. The prospective bidders 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 March 28 to 31, 2023, 1:00pm.
 - a. Manual/physical submission in a sealed envelope at the General Services Division's office, 5th floor, PCA R&D Bldg., Diliman, Quezon City
 - b. Via online or electronic submission at pcaqc@yahoo.com
3. The delivery period from the receipt of Purchase Order is 3 working days.

Conforme:

Bidder's Authorized Representative