



REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF AGRICULTURE**  
**PHILIPPINE COCONUT AUTHORITY**  
Elliptical Road, Diliman, Quezon City 1101 Philippines  
Tel. Nos.: (02) 8928-4501 to 09 · Direct Line: (02) 8926-7631  
Website: [pca.gov.ph](http://pca.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. **10363482** for the “SUPPLY, DELIVERY, INSTALLATION, AND COMMISSIONING OF THE FOLLOWING INVERTER AIRCON” in accordance with Section 53.9 of the Implementing Rules and Regulations Act No. 9184 with the following details.

LOT 1 – Supply, delivery, installation, and commissioning of the following inverter aircon units. (Php. 848,000.00)

- Item 1 – Three (3) units 3TR floor mounted inverter aircon (AGSD, OPOSCPD, IAD)
- Item 2 – Two (2) units 3TR ceiling mounted inverter aircon (AMS, OCS)
- Item 3 – Two (2) units 2.5HP wall mounted split-type inverter aircon (2 OB)
- Item 4 – Four (4) units 2.0HP window type inverter aircon (3 LSD, AGSD)
- Item 5 – One (1) unit 1.0HP Wall mounted split-type inverter aircon (LSD)
- Item 6 – Two (2) units 2.0HP wall mounted split-type inverter aircon (2 OFAD)
- Item 7 – One (1) unit 1.5HP wall mounted split-type inverter aircon (OFAD)

Note: The supplier may conduct site inspection to prevent miscalculation in their quotation.

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. Current Income Tax Return duly received by BIR
- e. Prescribed Omnibus Sworn Statement (notarized)

Financial proposal and complete set of eligibility documents shall be submitted in a sealed envelope from November 25 to 30, 2023, 1:00pm at the General Services Division's office 5th floor, PCA R&D Bldg., Diliman, Quezon City.

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](mailto:pcaqc@yahoo.com)

  
**EDSEL B. PABELLANO**

Division Chief  
General Services Division



## TERMS OF REFERENCE

### I. PROJECT AND LOCATION

**PROJECT** : SUPPLY, DELIVERY, INSTALLATION, AND COMMISSIONING OF THE FOLLOWING INVERTER AIRCON  
**LOCATION** : PCA R&D BLDG. ELLIPTICAL RD. DILIMAN, QUEZON CITY

### II. SCOPE OF WORK

Supply, delivery, and installation of the following inverter air-conditioning units.

**LOT 1 – Supply, delivery, installation, and commissioning of the following inverter aircon units. (Php. 848,000.00)**

- Item 1 – Three (3) units 3TR floor mounted inverter aircon (AGSD, OPOSCPD, IAD)
- Item 2 – Two (2) units 3TR ceiling mounted inverter aircon (AMS, OCS)
- Item 3 – Two (2) units 2.5HP wall mounted split-type inverter aircon (2 OB)
- Item 4 – Four (4) units 2.0HP window type inverter aircon (3 LSD, AGSD)
- Item 5 – One (1) unit 1.0HP Wall mounted split-type inverter aircon (LSD)
- Item 6 – Two (2) units 2.0HP wall mounted split-type inverter aircon (2 OFAD)
- Item 7 - One (1) unit 1.5HP wall mounted split-type inverter aircon (OFAD)

Note: The supplier may conduct site inspection to prevent miscalculation in their quotation.

### 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. Current Income Tax Return duly received by BIR
  - e. Prescribed Omnibus Sworn Statement (notarized)
2. Financial proposal and complete set of eligibility documents shall be submitted in either of the following manner from November 25 to 30, 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 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: 15 Working Days upon receipt of approved Purchase Order (P.O)
5. Payment terms: 30 days upon acceptance

Conforme:

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