



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

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. **10667812** for the **"To provide packed meals for the Health and Wellness Services on March 22, 2024 and Cancer Awareness and Prevention Seminar on March 25, 2024."** in accordance with Section 52.1.b of the Implementing Rules and Regulations Act No. 9184 with the following details.

Date	Time of delivery	Particulars
STRICTLY NO PORK.		
March 22, 2024	9:00 AM	20 pax AM Snack Silog Bottled juice
	10:00 AM	204 pax FRESH BUKO
	11:00 AM	251 pax LUNCH Beef Fish Dessert Rice Banana Bottled soda / canned juice
	2:00 PM	20 pax PM Snack Pasta Sandwich Bottled juice
March 25, 2024	8:30 AM	253 pax AM Snack Burger Bottled juice

The approved budget for this contract is **ONE HUNDRED SEVEN THOUSAND TWO HUNDRED SEVENTY PESOS ONLY (P107,270.00).**

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

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

Financial proposal and complete set of eligibility documents shall be submitted in a sealed envelope from March 16 to 19, 2024, 7:00 AM 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 pcagc@yahoo.com


EDSEL B. PABELLANO
Division Chief
General Services Division



TERMS OF REFERENCE

I. PROJECT AND LOCATION

PROJECT : To provide packed meals for the Health and Wellness Services on March 22, 2024 and Cancer Awareness and Prevention Seminar on March 25, 2024.

LOCATION : PCA Central Office Diliman, Quezon City.

II. SCOPE OF WORK

Supply and delivery of packed meals:

Date	Time of delivery	Particulars
STRICTLY NO PORK.		
March 22, 2024	9:00 AM	20 pax AM Snack Silog Bottled juice
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III. OTHER TERMS AND CONDITION

- Partial bids are not allowed. Bidders shall submit proposal for all items stated above.
- The prospective bidder shall submit the following eligibility documents as prescribed below:
 - SEC or DTI or CDA Registration Certificate
 - Mayor's Permit
 - PhilGEPS Registration
 - Prescribed Omnibus Sworn Statement (notarized)
- Financial proposal and complete set of eligibility documents shall be submitted in a sealed envelope from March 16 to 19, 2024, 7:00 AM at the General Services Division's office 5th floor, PCA R&D Bldg., Diliman, Quezon City.
- Incomplete submission of requirements upon deadline will result into disqualification of bids.**
- Delivery period: DATE OF EVENT
- Payment terms: 30 days upon completion

Conforme:

Bidder's Authorize Representative

Date: _____