



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>

LETTER

DOC. REF. NO.	
EFFECTIVE DATE	
REVISION NO.	0
NO. OF PAGES	1

November 23, 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 no. **9266735** for the "SUPPLY, DELIVERY, INSTALLATION AND COMMISSIONING OF ONE (1) UNIT 2.5HP SPLIT-TYPE WALL MOUNTED AIRCONDITIONER, INVERTER TYPE" in accordance with Section 53.9 of the Implementing Rules and Regulations Act No. 9184 with the following details.

ITEMS	ABC
SUPPLY, DELIVERY, INSTALLATION AND COMMISSIONING OF ONE (1) UNIT 2.5HP SPLIT-TYPE WALL MOUNTED AIRCONDITIONER, INVERTER TYPE	P77,000.00

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 November 23, to November 28, 2022, 10:00 am:

- 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



TERMS OF REFERENCE

I. PROJECT AND LOCATION

PROJECT: SUPPLY, DELIVERY, INSTALLATION AND COMMISSIONING OF ONE (1) UNIT 2.5HP SPLIT-TYPE WALL MOUNTED AIRCONDITIONER, INVERTER TYPE

LOCATION: OFFICE OF THE ADMINISTRATOR, 7th floor, PCA R&D Bldg. Elliptical Road, Quezon City

II. SCOPE OF WORK

The work to be performed shall be:

1. Fabrication of steel brackets and base for indoor and outdoor unit.
2. Installation of AC unit based on standard workmanship and using quality materials; i.e. copper tube, drain pipe, Freon, etc.
3. Testing and commissioning.

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 November 23 to November 28, 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

3. Warranty Period: 1 year after acceptance

4. Delivery and installation: 5 Working Days upon receipt of approved Purchase Order (P.O)

5. Payment terms: 30 days upon acceptance

Conforme:

Bidder's Authorize Representative

Date: _____