



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>

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. **9557653** for the "SUPPLY AND DELIVERY OF EPSON INK" in accordance with Section 52.1.b of the Implementing Rules and Regulations Act No. 9184 with the following details

10 set	Epson ink #188 (Black, Cyan, Magenta, Yellow)	P68,000.00
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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 (10 items, notarized)
- e. Certificate of authorized distributor or reseller

Financial proposal and complete set of eligibility documents shall be submitted in either of the following manner from March 11 to 15, 2023, 10:00 am:

1. Manual/physical submission in a sealed envelope at the General Services Division's office 5th floor, PCA R&D Building, Diliman Quezon City; or
2. 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

PROJECT: SUPPLY AND DELIVERY OF EPSON INK

LOCATION: PCA CENTRAL OFFICE R&D BLDG., DILIMAN, QUEZON CITY

I. SCOPE OF WORK

Supply and delivery of the following:

10 set	Epson ink #188 (Black, Cyan, Magenta, Yellow)	₱68,000.00
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II. 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 (10 items, notarized)
- e. Certificate of authorized distributor or reseller

2. Financial proposal and complete set of eligibility documents shall be submitted in either of the following manner from March 11 to 15, 2023, 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. Delivery period: 15 Working Days upon receipt of approved Purchase Order (P.O)

4. Payment terms: 30 days upon acceptance

Conforme:

Bidder's Authorize Representative

Date: _____