



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

December 8, 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. 9328386 for the "Supply and delivery of gift certificates with denominations of 500 and 1,000" in accordance with Section 53.9 of the Implementing Rules and Regulations Act No. 9184 with the following details.

Supply and delivery of gift certificates with denominations of 500 and 1,000 amounting to Five Hundred Twenty Four Thousand Pesos Only (P524,000.00).

Delivery Date: December 14, 2022, 7:00 am to 3:00 pm

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 (notarized)
- Current Income and Business Tax Return Filed thru EFPS

Financial proposal and complete set of eligibility documents shall be submitted in either of the following manner from December 8 to 12, 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](mailto: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](mailto:pcaqc@yahoo.com)

**EDSEL B. PABELLANO**  
Division Chief  
General Services Division



**TERMS OF REFERENCE**

**I. PROJECT AND LOCATION**

**PROJECT:** Supply and delivery of gift certificates with denominations of 500 and 1,000

**LOCATION:** PCA R&D Bldg. Elliptical Road, Quezon City

**II. SCOPE OF WORK**

Supply and delivery of gift certificates with denominations of 500 and 1,000 amounting to Five Hunderd Twenty Four Thousand Pesos Only (P524,000.00).

Delivery Date: December 14, 2022, 7:00 am to 3:00 pm

**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)
- e. Current Income and Business Tax Return filed through EFPS

2. Financial proposal and complete set of eligibility documents shall be submitted in either of the following manner from December 8 to 12, 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](mailto:pcaqc@yahoo.com)

**Conforme:**

\_\_\_\_\_  
Bidder's Authorize Representative

Date: \_\_\_\_\_