



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

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December 13, 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. **9348497** for the "SUPPLY AND DELIVERY OF GIFT CERTIFICATES WITH DENOMINATIONS OF 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 1,000 amounting to One Hundred Eighty Eight Thousand Pesos Only (P188,000.00).

Delivery Date: December 20, 2022, 7:00 am to 3:00 pm

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)

Financial proposal and complete set of eligibility documents shall be submitted in either of the following manner from December 14 to 19, 2022, 8:00 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

I. PROJECT AND LOCATION

PROJECT: Supply and delivery of gift certificates with denomination of 1,000

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

II. SCOPE OF WORK

Supply and delivery of gift certificates with denomination of 1,000 amounting to One Hundred Eighty Eight Thousand Pesos Only (₱188,000.00).

Delivery Date: December 20, 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:

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- 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 December 13 to 19, 2022, 8:00 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

Conforme:

Bidder's Authorize Representative

Date: _____