



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. 9531224 for the "SUPPLY AND DELIVERY OF LABORATORY CART" in accordance with Section 53.9 of the Implementing Rules and Regulations Act No. 9184 with the following details.

UNIT	ITEM DESCRIPTION	QUANTITY	UNIT COST	TOTAL COST
Unit	Laboratory cart -with 2 open shelves with 1.2" rigid PVC extrusions on two sides -4" diameter casters, two with toe locks -supports load up to 400lbs (181kg) -dimensions: 34.9" x 19.0" x 36.4 (LxWxH) -shipping weight: 50lbs (23kg)	1	55,000.00	55,000.00
Unit	Laboratory glassware drying cart -no. of compartments: 2 -welded steel frame, flat bottom wired plastic basket, with wheels and toe locks -Length: 35 inches -Width: 19 inches -Height: 37 inches	2	60,000.00	120,000.00
<b>TOTAL:</b>				<b>P175,000.00</b>

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 March 3 to 9, 2023, 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

*"A food-secure Philippines with prosperous farmers and fisherfolk"*



TERMS OF REFERENCE

PROJECT: SUPPLY AND DELIVERY OF LABORATORY CART

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

I. SCOPE OF WORK

Supply and delivery of the following supplies:

UNIT	ITEM DESCRIPTION	QUANTITY	UNIT COST	TOTAL COST
Unit	Laboratory cart -with 2 open shelves with 1.2" rigid PVC extrusions on two sides -4" diameter casters, two with toe locks -supports load up to 400lbs (181kg) -dimensions: 34.9" x 19.0" x 36.4 (LxWxH) -shipping weight: 50lbs (23kg)	1	55,000.00	55,000.00
Unit	Laboratory glassware drying cart -no. of compartments: 2 -welded steel frame, flat bottom wired plastic basket, with wheels and toe locks -Length: 35 inches -Width: 19 inches -Height: 37 inches	2	60,000.00	120,000.00
TOTAL:			P175,000.00	

II. OTHER TERMS AND CONDITIONS

1. 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 (10 items, notarized)

2. Financial proposal and complete set of eligibility documents shall be submitted in either of the following manner from March 3 to 9, 2023, 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)

3. Delivery period: 30 Working Days upon receipt of approved Purchase Order (P.O)

4. Payment terms: 30 days upon acceptance

Conforme:

Bidder's Authorize Representative

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





## Laboratory cart

- with 2 open shelves with 1.2" rigid PVC extrusions on two sides
- 4" diameter casters, two with toe locks
- supports load up to 400lbs (181kg)
- dimensions: 34.9" x 19.0" x 36.4 (LxWxH)
- shipping weight: 50lbs (23kg)

## Laboratory glassware drying cart

- no. of compartments: 2
- welded steel frame, flat bottom wired plastic basket, with wheels and toe locks
- Length: 35 inches
- Width: 19 inches
- Height: 37 inches

