



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 7, 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. **9331804** for the "SUPPLY AND DELIVERY OF 239PAX OF PACKED LUNCH AND PM SNACKS ON DECEMBER 16, 2022" in accordance with Section 53.9 of the Implementing Rules and Regulations Act No. 9184 with the following details.

**LOT 1: 239pax Lunch - 11:00am (P400.00 per pax)**

1pc classic Roast Chicken  
1pc  $\frac{1}{4}$  Honey Bourbon Ribs  
1 Cup Steamed Rice  
1 Serving of Corn and carrots  
1 serving of fresh fruit salad  
1pc Brownies  
2pcs ketchup, rib sauce  
1 bottled coke regular 295mL

**LOT 2: 239pax PM snacks - 2:00pm (P200.00 per pax)**

1 Serving of pasta  
1pc chicken  
3pcs mojos  
2 slices of pizza

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 8 to 12, 2022, 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](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

I. PROJECT AND LOCATION

**PROJECT:** Supply & delivery of 239 pax of packed lunch and pm snacks on December 16, 2022  
**LOCATION:** Philippine Coconut Authority Central Office, Elliptical Rd. Diliman, Quezon City

II. SCOPE OF WORK

Supply and delivery of 239pax of packed lunch and PM snacks to be served on December 16, 2022

Preferred Menu and Delivery Time:

LOT 1:

**239pax Lunch - 11:00am (P400.00 per pax)**

1pc classic Roast Chicken  
1pc 1/4 Honey Bourbon Ribs  
1 Cup Steamed Rice  
1 Serving of Corn and carrots  
1 serving of fresh fruit salad  
1pc Brownies  
2pcs ketchup, rib sauce  
1 bottled coke regular 295mL

LOT 2:

**239pax PM snacks - 2:00pm (P200.00 per pax)**

1 Serving of pasta  
1pc chicken  
3pcs mojos  
2 slices of pizza

Food shall be placed in a clean individual container (packed meal).

Food shall be delivered to PCA Central Office 5<sup>th</sup> floor, R&D Bldg.

III. The approved budget for this contract is ONE HUNDRED FORTY THREE THOUSAND FOUR HUNDRED PESOS ONLY (Php143,400.00).

IV. OTHER TERMS AND CONDITIONS

1. The prospective supplier may bid for any or all of the lots mentioned above.

2. 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)

3. 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, 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: \_\_\_\_\_