



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. **9864610** for the **"SUPPLY AND DELIVERY OF MEALS ON JUNE 26, 2023"** in accordance with Section 53.9 of the Implementing Rules and Regulations Act No. 9184 with the following details.

LOT 1:

233pax Breakfast - 7:00am (P110.00 per pax)
1pc Egg
1pc Hotdog
1 Cup Steamed / Fried Rice

LOT 2:

233pax Lunch - 11:00am (P285.00 per pax)
1pc classic Roast Chicken
1 Cup Steamed Rice
1 Serving of Side Dish
1pc Muffin

LOT 3:

233pax PM Snacks - 2:00pm (P80.00 per pax)
1pc Burger
Regular Drinks

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 a sealed envelope on or before June 23, 2023, 10:00am at the General Services Division's office 5th floor, PCA R&D Bldg., Diliman, Quezon City.

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 & delivery of Meals on June 26, 2023

LOCATION: Philippine Coconut Authority Central Office, Elliptical Rd. Diliman, Quezon City

II. SCOPE OF WORK

Supply and delivery of Meals on June 26, 2023

Preferred Menu and Delivery Time:

LOT 1:

233pax Breakfast - 7:00am (P110.00 per pax)

1pc Egg

1pc Hotdog

1 Cup Steamed / Fried Rice

LOT 2:

233pax Lunch - 11:00am (P285.00 per pax)

1pc classic Roast Chicken

1 Cup Steamed Rice

1 Serving of Side Dish

1pc Muffin

LOT 3:

233pax PM Snacks - 2:00pm (P80.00 per pax)

1pc Burger

Regular Drinks

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

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

III. The approved budget for this contract is ONE HUNDRED TEN THOUSAND SIX HUNDRED SEVENTY FIVE PESOS ONLY (Php110,675.00).

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 a sealed envelope on or before June 23, 2023, 10:00am at the General Services Division's office 5th floor, PCA R&D Bldg., Diliman, Quezon City.
4. Payment terms: CASH
5. Delivery Term: Date of Event

Conforme:

Bidder's Authorize Representative

Date: _____