



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 (₱110.00 per pax)**  
1pc Egg  
1pc Hotdog  
1 Cup Steamed / Fried Rice

LOT 2:

**233pax Lunch - 11:00am (₱285.00 per pax)**  
1pc classic Roast Chicken  
1 Cup Steamed Rice  
1 Serving of Side Dish  
1pc Muffin

LOT 3:

**233pax PM Snacks - 2:00pm (₱80.00 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](mailto:pcaqc@yahoo.com)

  
**EDSEL B. PARELLANO**  
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 5<sup>th</sup> 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 5<sup>th</sup> floor, PCA R&D Bldg., Diliman, Quezon City.
4. Payment terms: CASH
5. Delivery Term: Date of Event

Conforme:

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

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