



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. **9853743** for the **"SUPPLY AND DELIVERY OF VARIOUS OFFICE FURNITURE"** in accordance with Section 53.9 of the Implementing Rules and Regulations Act No. 9184 with the following details.

LOT	ITEM	ABC
1	2 pcs Conference table 2800mm x 1200mm x 750mm	P46,000.00
	20 pcs Conference chairs 80kg tilt lock function 300mm base Mesh back conference chair, Mesh back and seat, Chrome plated starbase	P99,000.00
	25 pcs Foldable office table 120 x 60 x 75 cm, Uniquely shaped tabletop for various table configuration when combined (3 hexagonal shapes @ 7 tables each), Foldable table top for easy storage, portability and mobility, 3-year warranty	P318,750.00
	25 pcs Office chair Back rest, L42 cm x W47 cm x H84-93 cm, Seat load capacity : 90 kg	P75,000.00
	25 pcs Mobile pedestal Material: Powder coated steel with plastic caster wheels, W39.1 cm x D48 cm x Height (with wheels) : 62 cm	P162,500.00
	1 pc TV rack suited for 65" size LCD/smart TV Measurement: W180 cm (70 7/8") x D 41 cm (16 1/8") x H53cm (207/8"), Max load : 30 kg, Top panel: 3/4" thick particleboard, laminated, plastic edging, Partition/side panel/fixed shelf/rail/plinth/drawer side/drawer back: 3/4" particleboard, laminated, plastic edging, Back drawer bottom: Fiberboard, laminated, Drawer front: tempered glass, 3/4" thick particle board, laminated, plastic edging	P8,000.00
	4 pcs White board stand 4ft x 8 ft, Magnetic white board surface, Wipe on and wipe off convenience, Aluminum frame and aluminum tray, All furnished with P.V.C. cap	P40,000.00
	TOTAL	P749,250.00

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 (notarized)
- Current Income Tax Return duly received by BIR

Financial proposal and complete set of eligibility documents shall be submitted in a sealed envelope on or before June 16 to 26, 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

PROJECT: SUPPLY AND DELIVERY OF VARIOUS OFFICE FURNITURE

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

I. SCOPE OF WORK

Supply and delivery of the following supplies:

LOT	ITEM	ABC
1	2 pcs Conference table 2800mm x 1200mm x 750mm	P46,000.00
	20 pcs Conference chairs 80kg tilt lock function 300mm base Mesh back conference chair, Mesh back and seat, Chrome plated starbase	P99,000.00
	25 pcs Foldable office table 120 x 60 x 75 cm, Uniquely shaped tabletop for various table configuration when combined (3 hexagonal shapes @ 7 tables each), Foldable table top for easy storage, portability and mobility, 3-year warranty	P318,750.00
	25 pcs Office chair Back rest, L42 cm x W47 cm x H84-93 cm, Seat load capacity : 90 kg	P75,000.00
	25 pcs Mobile pedestal Material: Powder coated steel with plastic caster wheels, W39.1 cm x D48 cm x Height (with wheels) : 62 cm	P162,500.00
	1 pc TV rack suited for 65" size LCD/smart TV Measurement: W180 cm (70 7/8") x D 41 cm (16 1/8") x H53cm (207/8"), Max load : 30 kg, Top panel: 3/4" thick particleboard, laminated, plastic edging, Partition/side panel/fixed shelf/rail/plinth/drawer side/drawer back: 3/4" particleboard, laminated, plastic edging, Back drawer bottom: Fiberboard, laminated, Drawer front: tempered glass, 3/4" thick particle board, laminated, plastic edging	P8,000.00
	4 pcs 18" White board stand 4ft x 8 ft, Magnetic white board surface, Wipe on and wipe off convenience, Aluminum frame and aluminum tray, All furnished with P.V.C. cap	P40,000.00
TOTAL		P749,250.00

II. OTHER TERMS AND CONDITIONS

1. Partial bids are not allowed. Bidders shall submit proposal for all items stated 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)
 - e. Current Income Tax Return duly received by BIR
3. Financial proposal and complete set of eligibility documents shall be submitted in a sealed envelope on or before June 16 to 26, 2023, 10:00am at the General Services Division's office 5th floor, PCA R&D Bldg., Diliman, Quezon City.
4. Incomplete submission of requirements upon deadline will result into disqualification of bids.
4. Delivery period: 30 Working Days upon receipt of approved Purchase Order (P.O)
5. The quoted price shall be valid 30 days upon receipt of Purchase Order.
6. Payment terms: 30 days upon acceptance

Conforme:

Bidder's Authorize Representative

Date: _____