



LETTER	DOC. REF. NO.	
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April 19, 2022

REQUEST FOR QUOTATION

The Philippine Coconut Authority (PCA), through its General Services Division, will undertake a Shopping posted in PhilGEPS with DBM REF no. **8611616** for the “**SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES**” in accordance with Section 52 of the Implementing Rules and Regulations Act No. 9184 with the following details.

ITEMS	ABC
5 pcs post-it sticky note pad 3x3	P250.00
5 pcs post-it sticky note pad 3x4	P250.00
5 pcs post-it sticky note pad 3x5	P250.00
24 pcs Dong-A fine tech retractable 0.3 black	P960.00
24 pcs Dong-A fine tech retractable 0.3 blue	P960.00
10 pcs HP ink #680 colored	P5,000.00
10 pcs HP ink #680 black	P5,000.00
5 pcs Epson ink #188 black	P7,125.00
5 pcs Epson ink #188yellow	P7,125.00
5 pcs Epson ink #188 magenta	P7,125.00
5 pcs Epson ink #188 cyan	P7,125.00
6 pcs flaglets post-it (assorted colors)	P711.00
6 box binder clips 3/4” 19mm	P240.00
30 pcs magazine box green	P4,800.00
10 pcs comb ring binder rings pre-cut A4 black 8mm	P1,670.00
10 pcs comb ring binder rings pre-cut A4 black 10mm	P1,790.00
10 pcs comb ring binder rings pre-cut A4 black 12mm	P1,880.00
10 pcs comb ring binder rings pre-cut A4 black 14mm	P1,990.00
20 pcs document file 3 hole, A4, green, 2” thickness	P2,180.00
12 pcs document file 3 hole, A4, green, 1” thickness	P1,200.00
20 pcs tag board heavy duty metal ring, green	P2,900.00
1 roll kraft paper	P463.00
15 pcs 3 hole binder seagull 2.5”	P4,050.00
100 pcs expanding folder legal green	P30,000.00
240 pcs HP ink #680 black	P120,000.00
120 pcs HP ink #680 colored	P60,000.00
100 pcs pencil no. 2	P1,200.00
100 pcs transparent tape, 1”	P2,600.00
50 pcs staple wire B8 Bostitch CAT no. STCR2115-1/4”	P2,750.00
10 bot Epson L15150 #180 black ink	P9,000.00
3 bot Epson L15150 #180 yellow ink	P2,250.00
TOTAL	P292,844.00





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>

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

The prospective bidder shall submit the following eligibility documents with the financial proposal in a sealed envelope:

- 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 April 20 to April 26, 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.

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



TERMS OF REFERENCE

PROJECT: SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES

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

I. SCOPE OF WORK

Supply and delivery of the following supplies:

ITEMS	ABC
1. 5 pcs post-it sticky note pad 3x3	₱250.00
2. 5 pcs post-it sticky note pad 3x4	₱250.00
3. 5 pcs post-it sticky note pad 3x5	₱250.00
4. 24 pcs Dong-A fine tech retractable 0.3 black	₱960.00
5. 24 pcs Dong-A fine tech retractable 0.3 blue	₱960.00
6. 10 pcs HP ink #680 colored	₱5,000.00
7. 10 pcs HP ink #680 black	₱5,000.00
8. 5 pcs Epson ink #188 black	₱7,125.00
9. 5 pcs Epson ink #188yellow	₱7,125.00
10. 5 pcs Epson ink #188 magenta	₱7,125.00
11. 5 pcs Epson ink #188 cyan	₱7,125.00
12. 6 pcs flaglets post-it (assorted colors)	₱711.00
13. 6 box binder clips 3/4” 19mm	₱240.00
14. 30 pcs magazine box green	₱4,800.00
15. 10 pcs comb ring binder rings pre-cut A4 black 8mm	₱1,670.00
16. 10 pcs comb ring binder rings pre-cut A4 black 10mm	₱1,790.00
17. 10 pcs comb ring binder rings pre-cut A4 black 12mm	₱1,880.00
18. 10 pcs comb ring binder rings pre-cut A4 black 14mm	₱1,990.00
19. 20 pcs document file 3 hole, A4, green, 2” thickness	₱2,180.00
20. 12 pcs document file 3 hole, A4, green, 1” thickness	₱1,200.00
21. 20 pcs tag board heavy duty metal ring, green	₱2,900.00
22. 1 roll kraft paper	₱463.00
23. 15 pcs 3 hole binder seagull 2.5”	₱4,050.00
24. 100 pcs expanding folder legal green	₱30,000.00
25. 240 pcs HP ink #680 black	₱120,000.00
26. 120 pcs HP ink #680 colored	₱60,000.00
27. 100 pcs pencil no. 2	₱1,200.00
28. 100 pcs transparent tape, 1”	₱2,600.00
29. 50 pcs staple wire B8 Bostitch CAT no. STCR2115-1/4”	₱2,750.00
30. 10 bot Epson L15150 #180 black ink	₱9,000.00
31. 3 bot Epson L15150 #180 yellow ink	₱2,250.00

II. OTHER TERMS AND CONDITIONS

1. The prospective supplier may bid for any or all of the items 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 April 20 to April 26, 2022, 10:00 am:
 - a. Manual/physical submission in a sealed envelope at the General Services Division’s office 5th floor, PCA R&D Building, Diliman Quezon City; or

b. Via online or electronic submission at pcaqc@yahoo.com

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 Oder.

6. Payment terms: 30 days upon acceptance

Conforme:

Bidder's Authorize Representative

Date: _____



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 8611616
Procuring Entity PHILIPPINE COCONUT AUTHORITY - MAIN
Title SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES
Area of Delivery Metro Manila

Solicitation Number:	1-0019-22	Status	Pending
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Shopping	Bid Supplements	0
Classification:	Goods	Document Request List	0
Category:	Office Supplies and Devices	Date Published	20/04/2022
Approved Budget for the Contract:	PHP 292,844.00	Last Updated / Time	19/04/2022 15:33 PM
Delivery Period:	30 Day/s	Closing Date / Time	26/04/2022 10:00 AM
Client Agency:			
Contact Person:	Ma. Cassandra I. Valenzuela Buyer Elliptical Road, Diliman, Quezon City Metro Manila Philippines 1101 63-2-9284501 Ext.406 63-2-9267631 pcaqc@yahoo.com		

Description

"ANNEX A"
 TERMS OF REFERENCE
 PROJECT: SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES
 LOCATION: PCA CENTRAL OFFICE R&D BLDG., DILIMAN, QUEZON CITY
 I. SCOPE OF WORK
 Supply and delivery of the following supplies:
 ITEMS ABC
 1.5 pcs post-it sticky note pad 3x3 P250.00
 2.5 pcs post-it sticky note pad 3x4 P250.00
 3.5 pcs post-it sticky note pad 3x5 P250.00
 4.24 pcs Dong-A fine tech retractable 0.3 black P960.00
 5.24 pcs Dong-A fine tech retractable 0.3 blue P960.00
 6.10 pcs HP ink #680 colored P5,000.00
 7.10 pcs HP ink #680 black P5,000.00
 8.5 pcs Epson ink #188 black P7,125.00
 9.5 pcs Epson ink #188yellow P7,125.00
 10.5 pcs Epson ink #188 magenta P7,125.00
 11.5 pcs Epson ink #188 cyan P7,125.00
 12.6 pcs flaglets post-it (assorted colors) P711.00
 13.6 box binder clips 3/4" 19mm P240.00
 14.30 pcs magazine box green P4,800.00
 15.10 pcs comb ring binder rings pre-cut A4 black 8mm P1,670.00
 16.10 pcs comb ring binder rings pre-cut A4 black 10mm P1,790.00
 17.10 pcs comb ring binder rings pre-cut A4 black 12mm P1,880.00
 18.10 pcs comb ring binder rings pre-cut A4 black 14mm P1,990.00
 19.20 pcs document file 3 hole, A4, green, 2" thickness P2,180.00
 20.12 pcs document file 3 hole, A4, green, 1" thickness P1,200.00
 21.20 pcs tag board heavy duty metal ring, green P2,900.00

22.1 roll kraft paper P463.00
23.15 pcs 3 hole binder seagull 2.5" P4,050.00
24.100 pcs expanding folder legal green P30,000.00
25.240 pcs HP ink #680 black P120,000.00
26.120 pcs HP ink #680 colored P60,000.00
27.100 pcs pencil no. 2 P1,200.00
28.100 pcs transparent tape, 1" P2,600.00
29.50 pcs staple wire B8 Bostitch CAT no. STCR2115-1/4" P2,750.00
30.10 bot Epson L15150 #180 black ink P9,000.00
31.3 bot Epson L15150 #180 yellow ink P2,250.00

II. OTHER TERMS AND CONDITIONS

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 - b. Via online or electronic submission at pcaqc@yahoo.com
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: _____

Created by Ma. Cassandra I. Valenzuela

Date Created 19/04/2022

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