



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	DOC. REF. NO.	
	EFFECTIVE DATE	
	REVISION NO.	0
	NO. OF PAGES	1

May 30, 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. **8709561** for the **"JOB ORDER: SUPPLY AND DELIVERY OF POLO SHIRT FOR 49th PCA ANNIVERSARY ON JUNE 30, 2022"** in accordance with Section 53.9 of the Implementing Rules and Regulations Act No. 9184 with the following details.

ITEMS	ABC
JOB ORDER: SUPPLY AND DELIVERY OF POLO SHIRT FOR 49th PCA ANNIVERSARY ON JUNE 30, 2022	₱71,600.00

The prospective bidder shall submit the following eligibility documents:


- SEC or DTI Registration certificate
- Mayor's Permit
- PhilGEPS Registration
- Prescribed Omnibus Sworn Statement (notarized)

Financial proposal and complete set of eligibility documents shall be submitted in either of the following manner from May 31 to June 3, 2022, 10:00 am:

- Manual/physical submission in a sealed envelope at the General Services Division's office 5th floor, PCA R&D Building, Diliman Quezon City; or
- 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: JOB ORDER: SUPPLY AND DELIVERY OF POLO SHIRT FOR 49th PCA ANNIVERSARY ON JUNE 30, 2022

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

I. SCOPE OF WORK

Supply and delivery of 179 pcs polo shirt for 49th PCA Anniversary with embroidering & printing services (as per prescribed design) for male and female employees of Philippine Coconut Authority.

Sample of polo shirt fabric shall be presented to PCA Human Resource Division before award.

II. APPROVED BUDGET OF CONTRACT

The approved budget of contract is Seventy One Thousand Six Hundred Pesos Only (P71,600.00).

III. OTHER TERMS AND CONDITIONS

1. The prospective bidder shall submit the following eligibility documents:

- a. SEC or DTI Registration certificate
- b. Mayor's Permit
- c. PhilGEPS Registration
- d. Prescribed Omnibus Sworn Statement (notarized)

2. Financial proposal and complete set of eligibility documents shall be submitted in either of the following manner from May 31 to June 3, 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: 10 Calendar Days upon receipt of approved Purchase Order (P.O)

5. Payment terms: 30 days upon acceptance

Conforme:

Bidder's Authorize Representative

Date: _____