



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. 9535560 for the "Supply And Delivery Of Polo Shirt For 2023 National Women's Month" in accordance with Section 53.9 of the Implementing Rules and Regulations Act No. 9184 with the following details.

| ITEMS | ABC |
|---|------------|
| Supply And Delivery Of Polo Shirt For 2023 National Women's Month | ₱79,200.00 |

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

Financial proposal and complete set of eligibility documents shall be submitted in either of the following manner from March 4 to 7, 2023, 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

"A food-secure Philippines with prosperous farmers and fisherfolk"



TERMS OF REFERENCE

PROJECT: SUPPLY AND DELIVERY OF POLO SHIRT FOR 2023 NATIONAL WOMEN'S MONTH

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

I. SCOPE OF WORK

Supply and delivery of 176 pcs polo shirt for 2023 National Women's Month 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 Nine Thousand Two Hundred Pesos Only (₱79,200.00).

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, 10 items)

2. Financial proposal and complete set of eligibility documents shall be submitted in either of the following manner from March 4 to 7, 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 Calender Days upon receipt of approved Purchase Order (P.O)

5. Payment terms: 30 days upon acceptance

Conforme:

Bidder's Authorize Representative

Date: _____

