



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

December 8, 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. **9333849** for the "SUPPLY AND DELIVERY OF VARIOUS ELECTRICAL AND CONSTRUCTION SUPPLIES" in accordance with Section 53.9 of the Implementing Rules and Regulations Act No. 9184 with the following details.

1.	320 pcs	0.15 x 0.90 x 3mm vinyl tile wood grain	P33,600.00
2.	5 gals	tile adhesive	P5,000.00
3.	300 set	T8 OMNI daylight LED fluorescent tube with socket	P75,000.00
4.	600 pcs	LED holder T8	P42,000.00

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)

Financial proposal and complete set of eligibility documents shall be submitted in either of the following manner from December 3 to 13, 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

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



TERMS OF REFERENCE

I. PROJECT AND LOCATION

PROJECT: SUPPLY & DELIVERY OF VARIOUS ELECTRICAL AND CONSTRUCTION SUPPLIES
LOCATION: Philippine Coconut Authority Central Office, Elliptical Rd. Diliman, Quezon City

II. SCOPE OF WORK

Supply & delivery of the following electrical and construction supplies:

1.	320 pcs	0.15 x 0.90 x 3mm vinyl tile wood grain	₱33,600.00
2.	5 gals	tile adhesive	₱5,000.00
3.	300 set	T8 OMNI daylight LED flourescent tube with socket	₱75,000.00
4.	600 pcs	LED holder T8	₱42,000.00

III. OTHER TERMS AND CONDITIONS

1. 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)
2. Financial proposal and complete set of eligibility documents shall be submitted in either of the following manner from December 9 to 13, 2022, 10:00am:
 - a. Manual/physical submission in a sealed envelope at the General Services Division, 5th floor, PCA R&D Building, Diliman Quezon City; or
 - b. Via online or electronic submission at pcagc@yahoo.com
3. Delivery: 10 Calender Days upon receipt of approved Purchase Order (P.O)
4. Payment terms: 30 days upon acceptance

Conforme:

 Bidder's Authorize Representative

Date: _____