



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

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October 14, 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. **9120537** for the **“Supply & delivery of 9 sets of Psychometric and Competency Assessment (Battery test)”** in accordance with Section 53.9 of the Implementing Rules and Regulations Act No. 9184 with the following details.

ITEMS	ABC
<b>Supply &amp; delivery of 9 sets of Psychometric and Competency Assessment (Battery test)</b>	<b>₱64,800.00</b>

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

Financial proposal and complete set of eligibility documents shall be submitted in either of the following manner from October 15 to October 18, 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](mailto: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](mailto:pcaqc@yahoo.com)

**EDSEL B. PABELLANO**  
Division Chief  
General Services Division



**TERMS OF REFERENCE**

**I. PROJECT AND LOCATION**

**PROJECT:** Supply & delivery of 9 sets of Psychometric and Competency Assessment (Battery test)

**LOCATION:** Philippine Coconut Authority Central Office, Elliptical Rd. Diliman, Quezon City

**II. SCOPE OF WORK**

Supply & delivery of 9 sets of Psychometric and Competency Assessment (Battery test).

Please see attached TOR per approved by PCA Merit Selection Plan and PCA Competency Framework.

**III.** The approved budget for this contract is SIXTY FOUR THOUSAND EIGHT HUNDRED PESOS ONLY (Php64,800.00).

**IV. 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 October 15 to 18, 2022, 10:00 am:

- 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 [pcaqc@yahoo.com](mailto:pcaqc@yahoo.com)

Conforme:

\_\_\_\_\_  
Bidder's Authorize Representative

Date: \_\_\_\_\_