



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. 9117057 for the **“Supply & delivery of packed Breakfast, Lunch AM & PM snacks, Dinner on OCTOBER 24 to 26, 2022”** in accordance with Section 53.9 of the Implementing Rules and Regulations Act No. 9184 with the following details.

ITEMS				ABC
<b>October 24 to 26, 2022</b>				
Breakfast:	7:30AM	₱250.00 /pax	28 pax per day	21,000.00
AM snacks:	10:00 AM	₱150.00 /pax	28 pax per day	12,600.00
Lunch:	11:30 AM	₱300.00 /pax	28 pax per day	25,200.00
PM snacks:	2:30 PM	₱150.00 /pax	28 pax per day	12,600.00
Dinner:	4:00 PM	₱300.00 /pax	3 pax per day	2,700.00
<b>TOTAL</b>				<b>₱74,100.00</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 14 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 packed Breakfast, Lunch AM & PM snacks, Dinner on OCTOBER 24 to 26, 2022  
**LOCATION:** Philippine Coconut Authority Central Office, Elliptical Rd. Diliman, Quezon City

### II. SCOPE OF WORK

Supply and delivery of packed Breakfast, Lunch AM & PM snacks, Dinner on OCTOBER 24 to 26, 2022

#### October 24 to 26, 2022

Breakfast:	7:30AM	₱250.00 /pax	28 pax per day
AM snacks:	10:00 AM	₱150.00 /pax	28 pax per day
Lunch:	11:30 AM	₱300.00 /pax	28 pax per day
PM snacks:	2:30 PM	₱150.00 /pax	28 pax per day
Dinner:	4:00 PM	₱300.00 /pax	3 pax per day

Food shall be placed in a clean individual container (packed meal).

Food shall be delivered to PCA 3<sup>rd</sup> floor, LSD Bldg.

**III.** The approved budget for this contract is SEVENTY FOUR THOUSAND ONE HUNDRED PESOS ONLY (Php74,100.00).

### 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 14 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: \_\_\_\_\_

# MENU

## DAY 1 – OCTOBER 24, 2022

Breakfast  
Plain rice/Fried rice  
Tapa  
Sunny side-up  
Ham  
Bottled water

AM Snacks  
Pansit canton  
Cheese roll bread  
3 in 1 coffee  
Bottled juice

Lunch  
Rice  
Pork liempo inihaw  
Pakbet ilocos  
Chicken fillet with sweet  
chilli sauce  
Fruit salad  
Bottled water

PM Snacks  
Baked-mac  
Puto 2 pcs.  
Assorted Mismo

Dinner  
Rice  
Buttered Vegetable  
Beef Caldereta  
Fish Fillet  
Almond w/ Jelly  
Bottled water / Juice (s)

## DAY 2 – OCTOBER 25, 2022

Breakfast  
Plain rice/Fried rice  
Scrambled egg  
Longganisa  
Fried boneless bangus  
Bottled water

AM Snacks  
Assorted kakanin  
3 in 1 coffee  
Bottled juice

Lunch  
Rice  
Roast Beef  
Fried chicken  
Lumpiang ubod  
Pakwan OR  
Melon  
Bottled water

PM Snacks  
Pansit Malabon  
Cheesy donut  
Bottled juice

Dinner  
Rice  
Chicken curry  
Buttered Tuna  
Banana Blossom  
Buko pandan  
Bottled water /  
Juice (s)

## DAY 3 – OCTOBER 26, 2022

Breakfast  
Plain rice/Fried rice  
Corned beef  
Bacon  
Boiled egg  
Bottled water

AM Snacks  
Lomi gisado  
Pandesal with kesong puti  
3 in 1 coffee  
Bottled juice

Lunch  
Rice  
Grilled chicken  
Sinigang na hipon  
Ginisang  
sitaw/kalabasa w/  
malunggay  
Leche flan  
Bottled water

PM Snacks  
Pesto pasta  
Toasted siopao  
Bottled juice

Dinner  
Rice  
Beef Afritada  
Togue w/ Tokwa  
Fried Tanigue  
Banana  
Bottled water /  
Juice (s)