



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>

April 21, 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#8616570 for the "Refill of Fire Extinguishers HCFC 10lbs" in accordance with Section 53.9 of the Implementing Rules and Regulations Act No. 9184 with the following details.

ITEMS	ABC
Refill of 19 tanks Fire Extinguishers HCFC 10lbs	Php. 76,000.00

The prospective bidders shall submit the following eligibility documents.

- a. SEC or DTI Registration Certificate
- b. Mayor's Permit or Business Permit
- c. PhilGEPS Registration
- d. Prescribed Omnibus Sworn Statement (10 items)


Financial proposal and complete set of eligibility documents shall be submitted in either of the following manner from April 22 to April 28, 2022, 1:00pm.

- a. Manual/physical submission in a sealed envelope at the General Services Division's office, 5<sup>th</sup> floor, PCA R&D Bldg., Diliman, Quezon City
- b. 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 loc. 406/408 or email us at [pcaqc@yahoo.com](mailto:pcaqc@yahoo.com)

Very Truly Yours,

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



**TERMS OF REFERENCE**

**I. PROJECT & LOCATION:**

PROJECT : TO REFILL CONTENT OF NINETEEN (19) TANKS FIRE EXTINGUISHER HCFC 10LBS

LOCATION : PHILIPPINE COCONUT AUTHORITY, LABORATORY SERVICES DIVISION

**II. SCOPE OF WORK:**

1. Refill of Nineteen (19) tanks of Fire Extinguisher HCFC 10lbs. (Php. 4,000.00 each)

**III. OTHER TERMS AND CONDITIONS:**

1. The winning supplier shall provide service tanks to the end-user starting at pull-out of existing fire extinguisher up to delivery of refilled tanks.
2. Upon delivery, random sampling will be done by PCA for testing at PIPAC. Payment of the testing will be shouldered by the winning supplier.
3. Failure to pass the standard parameters shall be rejected and replaced by the winning supplier.

**IV. SUBMISSION OF DOCUMENTS AND DELIVERY PERIOD:**

1. The prospective bidders shall submit the following eligibility documents.
  - a. SEC or DTI Registration Certificate
  - b. Mayor's Permit or Business Permit
  - c. PhilGEPS Registration
  - d. Prescribed Omnibus Sworn Statement (10 items)
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  - b. Via online or electronic submission at [pcaqc@yahoo.com](mailto:pcaqc@yahoo.com)
3. Delivery Time/Period: **15 WORKING DAYS**