



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF AGRICULTURE
PHILIPPINE COCONUT AUTHORITY
 Region IV - A, Brgy. Isabang, Lucena City, Quezon
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SUPPLY, HANDLING, TRANSPORT AND DELIVERY OF CONSTRUCTION MATERIALS FOR FARM SHED UNDER CFIDP-CHP WITH APPROVED BUDGET FOR THE CONTRACT (ABC) AMOUNTING TO PHP 699,888.00

TERMS OF REFERENCE (TOR)

I. REQUIRED TECHNICAL SPECIFICATIONS

NO.	ITEMS	SPECIFICATIONS
1	Cement	40kg/bag
2	Sand	Size – at most 6mm
3	Gravel	Size = 10mm to 20mm
4	Reinforcing Bar	10mm diameter, 6m long
5	Concrete Hollow Blocks	#4
6	Coco Lumber	4"x4"x8'
7	Coco Lumber	2"x3"x12'
8	Coco Lumber	2"x6"x12'
9	Coco Lumber	2"x3"x8'
10	Coco Lumber	2"x4"x12'
11	Coco Lumber	2"x2"x8'
12	Corrugated Galvanized Iron Sheet	Ordinary, 4ft x 10ft, 0.5mm thick
13	Ridge Roll	Ordinary, 2.44m L, 0.7mm thick
14	Galvanized Umbrella Roof Nails	Twisted, 2.5" L
15	Roof Sealant	75mL
16	Sawali Panels	4ft x 8ft, diamond
17	Bamboo poles	At least 4" diameter, at least 6m long
18	Nails	3/4", wide flat head with smooth surface
19	Varnish	Natural color
20	Nails	1.5", wide flat head with smooth surface
21	Paint brush	3"
22	Paint brush	2"
23	Wooden Door with knob and jamb	70x210cm

II. LOT REFERENCE & APPROVED BUDGET FOR THE CONTRACT (ABC)

The project has one (1) lot reference as detailed below.

Lot/Reference	Quantity of Fencing Materials					TOTAL
Lot 1	Batangas	Cavite	Laguna	Quezon I	Quezon II	
Cement	93	62	93	93	93	434
Sand	7.5	5	7.5	7.5	7.5	35
Gravel	9	6	9	9	9	42
Reinforcing Bar	27	18	27	27	27	126
Concrete Hollow Blocks	300	200	300	300	300	1400
Coco Lumber	18	12	18	18	18	84
Coco Lumber	33	22	33	33	33	154
Coco Lumber	69	46	69	69	69	322
Coco Lumber	24	16	24	24	24	112
Coco Lumber	24	16	24	24	24	112
Coco Lumber	6	4	6	6	6	28
Corrugated Galvanized Iron Sheet	36	24	36	36	36	168
Ridge Roll	9	6	9	9	9	42
Galvanized Umbrella Roof Nails	3	2	3	3	3	14
Roof Sealant	3	2	3	3	3	14
Sawali Panels	30	20	30	30	30	140
Bamboo poles	9	6	9	9	9	42
Nails	3	2	3	3	3	14
Varnish	15	10	15	15	15	70
Nails	3	2	3	3	3	14
Paint brush	6	4	6	6	6	28
Paint brush	6	4	6	6	6	28
Wooden Door with knob and jamb	3	2	3	3	3	14

NO.	PARTICULARS	QTY.	UNIT	UNIT COST, Php	TOTAL ABC, Php
1	Cement	434	bag	245.00	106,330.00
2	Sand	35	cum	1,550.00	54,250.00
3	Gravel	42	cum	1,575.00	66,150.00
4	Reinforcing Bar	126	pc	155.00	19,530.00
5	Concrete Hollow Blocks	1400	pc	17.00	23,800.00
6	Coco Lumber	84	pc	400.00	33,600.00
7	Coco Lumber	154	pc	175.00	26,950.00
8	Coco Lumber	322	pc	225.00	72,450.00
9	Coco Lumber	112	pc	115.00	12,880.00
10	Coco Lumber	112	pc	218.00	24,416.00
11	Coco Lumber	28	pc	80.00	2,240.00
12	Corrugated Galvanized Iron Sheet	168	pc	540.00	90,720.00
13	Ridge Roll	42	pc	315.00	13,230.00
14	Galvanized Umbrella Roof Nails	14	kg	105.00	1,470.00
15	Roof Sealant	14	pack	90.00	1,260.00
16	Sawali Panels	140	roll	510.00	71,400.00
17	Bamboo poles	42	pc	170.00	7,140.00
18	Nails	14	kg	78.00	1,092.00
19	Varnish	70	L	205.00	14,350.00
20	Nails	14	kg	85.00	1,190.00
21	Paint brush	28	pc	45.00	1,260.00
22	Paint brush	28	pc	35.00	980.00
23	Wooden Door with knob and jamb	14	set	3,800.00	53,200.00
	TOTAL				699,888.00

The delivery of goods is required in Thirty (30) calendar days.

III. ELIGIBILITY REQUIREMENTS INCLUDED IN THE SUBMISSION OF BIDS

Aside from the mandatory legal, technical and financial documents required in the submission of bids, the bidder shall also include the following documents and requirements, to wit:

1. Accomplished Request for Quotation/Proposal;
2. Certificate of PHILGEPS Registration;
3. Updated Mayor's/Business Permit;
4. Latest Income and Business Tax Return
5. Omnibus Sworn Statement. Please see attached format.
6. Conformity to the approved Terms of Reference (TOR).

IV. CONTRACT IMPLEMENTATION REQUIREMENTS

A. Contract Implementation

1. The supplier shall supply the required quantity of the goods within thirty (30) calendar days to the different drop-off-points (DOPs) as detailed below.

Lot 1	Quantity of Construction Materials for Farm Shed						
DOPs	Batangas		Cavite		Laguna		
	Brgy, Imelda, San Juan	Brgy. Dalipit East, Cuenca	Brgy. Ramirez, Magallanes	Brgy. Lumampong, Indang	Brgy. Sibulan, Nagcarlan	Brgy. San Isidro, Majayjay	Brgy. Imok, Calauan
Cement	62	31	31	31	31	31	31
Sand	5	2.5	2.5	2.5	2.5	2.5	2.5
Gravel	6	3	3	3	3	3	3
Reinforcing Bar	18	9	9	9	9	9	9
Concrete Hollow Blocks	200	100	100	100	100	100	100
Coco Lumber	12	6	6	6	6	6	6
Coco Lumber	22	11	11	11	11	11	11
Coco Lumber	46	23	23	23	23	23	23
Coco Lumber	16	8	8	8	8	8	8
Coco Lumber	16	8	8	8	8	8	8
Coco Lumber	4	2	2	2	2	2	2
Corrugated Galvanized Iron Sheet	24	12	12	12	12	12	12
Ridge Roll	6	3	3	3	3	3	3
Galvanized Umbrella Roof Nails	2	1	1	1	1	1	1
Roof Sealant	2	1	1	1	1	1	1
Sawali Panels	20	10	10	10	10	10	10
Bamboo poles	6	3	3	3	3	3	3
Nails	2	1	1	1	1	1	1
Varnish	10	5	5	5	5	5	5
Nails	2	1	1	1	1	1	1
Paint brush	4	2	2	2	2	2	2
Paint brush	4	2	2	2	2	2	2
Wooden Door with knob and jamb	2	1	1	1	1	1	1

Lot 1	Quantity of Fencing Materials				
DOPs	Quezon I		Quezon II		
	Brgy. Caldong, Sampaloc	Brgy. Tumbaga 2, Sariaya	Brgy. San Nicolas, General Luna	Brgy. Poctol, Pitogo	Brgy. Colong-colong, Tagkawayan
Cement	62	31	31	31	31
Sand	5	2.5	2.5	2.5	2.5
Gravel	6	3	3	3	3
Reinforcing Bar	18	9	9	9	9
Concrete Hollow Blocks	200	100	100	100	100
Coco Lumber	12	6	6	6	6
Coco Lumber	22	11	11	11	11
Coco Lumber	46	23	23	23	23
Coco Lumber	16	8	8	8	8
Coco Lumber	16	8	8	8	8
Coco Lumber	4	2	2	2	2
Corrugated Galvanized Iron Sheet	24	12	12	12	12
Ridge Roll	6	3	3	3	3
Galvanized Umbrella Roof Nails	2	1	1	1	1
Roof Sealant	2	1	1	1	1
Sawali Panels	20	10	10	10	10
Bamboo poles	6	3	3	3	3
Nails	2	1	1	1	1
Varnish	10	5	5	5	5
Nails	2	1	1	1	1
Paint brush	4	2	2	2	2
Paint brush	4	2	2	2	2
Wooden Door with knob and jamb	2	1	1	1	1

1. The supplier shall ensure that all the materials are brand new.

V. PROJECT DELIVERY REQUIREMENTS

A. Pre-Delivery Period

1. Once the purchase order has been awarded and signed, the supplier shall submit a transport/delivery plan seven (7) calendar days prior to actual delivery.

B. Delivery Period

1. Prior to the actual delivery of goods, the supplier must notify within seven (7) calendar days, either in writing or through other fastest means both the Provincial and the Regional Offices.
2. All items shall be delivered to the different drop-off-points (DOPs) within thirty (30) calendar days.
3. The designated Provincial Inspection and Acceptance Committee must be present during the delivery of goods in the identified DOP, and immediately conduct initial inventory or inspection of all the goods delivered at the DOPs as to compliance on quantity and quality. Acceptance of the goods in the Delivery Receipt (DR) is not yet done in the immediate, but should not exceed 7 calendar days to determine if replacement is needed.
4. Upon completion of the delivery and lapse of three (3) days observation period for replacement, The Provincial Office shall immediately facilitate the signing of acknowledgment receipts. The accomplished IAR, ND and AR together with copy of DR must be submitted to the Regional Office within five (5) working days from the lapse of 3 calendar days' observation period.
5. In the case of inferior quality and/or deficient quantity, the Provincial Office concerned shall immediately notify the Regional Office within 7 calendar days after the observed deficiencies through an official report with photo-documentation showing the goods and indicating reasons for rejection as well as indicating the total number to be replaced; While the Regional Focal Person/s shall immediately coordinate and notify the supplier of such replacement in writing.
6. The replacement of deficient qualities and/or quantities shall be delivered to the designated DOPs duly covered by replacement delivery invoice which shall be duly received by the PCA authorized personnel within 7 calendar days upon receipt made thru fastest means i.e. electronic mail.
7. In the case of any fortuitous events during the delivery period, the supplier shall immediately inform the Regional Office in writing or by any other fastest means for the extension of the delivery period.
8. The Division Chief I/Acting DC or his/her authorized representative shall sign the DR once the complete quantity of items has been received including replacements, if any. The actual date of delivery must be indicated in the DR. The Provincial Office (PO) shall secure the original & triplicate copies of the DR from the supplier upon delivery of the goods at the designated DOPs. The original copy shall be submitted to the Regional Office (RO) together with the accomplished original copies of the Inspection and Acceptance Report (IAR) within 7 calendar days after the delivery, while the triplicate copy shall be safely kept by the PO for records-keeping and reference for future use.

9. Once the delivery is completed, the Provincial Office shall endorse the signed original Sales Invoice, original copy of the DRs, accomplished Inspection and Acceptance Report (IAR), photos taken during the actual delivery of goods to the Regional Office, while the original copy of the Billing Statement shall be sent by the supplier to the Regional Office addressed to the Regional Manager to facilitate the processing and payment of goods.
10. The Regional Focal Person concerned shall review for the consistency of the entries/data entered, compliance to the provisions of this TOR and completeness of the documentary requirements, as provided for in **COA Circular No. 2023-004**, *Prescribing the Updated Documentary Requirements for Common Government Transactions, amending COA Circular No. 2012-001 dated June 14, 2012*.

C). TERMS OF PAYMENT

Payment thru progress billing is allowed as long as the required number of goods are completely delivered at the designated DOPs, and upon submission by the concerned Provincial Office of the Inspection and Acceptance Reports (IAR); Notices of Delivery (ND); and, Acknowledgment Receipts of Farmer-Beneficiaries including Sales Invoice with original Delivery Receipts (DR) by the Supplier.

Certified Correct by:

Approved by:

(SGD.)

MARIETTA C. PEREZ

Project Development Officer IV

(SGD.)

BIBIANO C. CONCIBIDO, JR.

Regional Manager III

Conforme:

Name & Signature of Supplier

Date: _____