



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF AGRICULTURE
PHILIPPINE COCONUT AUTHORITY
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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. **9740951** for the “SUPPLY AND DELIVERY OF VARIOUS OFFICE EQUIPMENT” in accordance with Section 53.9 of the Implementing Rules and Regulations Act No. 9184 with the following details.

ITEMS	ABC
SUPPLY AND DELIVERY OF VARIOUS OFFICE EQUIPMENT	P78,600.00

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

Financial proposal and complete set of eligibility documents shall be submitted in either of the following manner from May 11 to May 16, 2023 09:00 am:

1. Manual/physical submission in a sealed envelope at the General Services Division’s office 5th floor, PCA R&D Building, Diliman Quezon City; or
2. 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 AND DELIVERY OF VARIOUS OFFICE EQUIPMENT

LOCATION: PHILIPPINE COCONUT AUTHORITY DILIMAN, QUEZON CITY

II. SCOPE OF WORK

1. Supply and delivery of various office equipment:

1 LOT CONSISTING OF THE FOLLOWING ITEMS:

- 2 units Vertical steel filing cabinet w/ lock (4 layers)
- 6 units Steel rack open shelves (6 layers)
- 1 unit Heavy Duty hand trolley
- 1 pc Cork board with aluminum frame (90 cm x 60 cm)
- 3 units Foldable Magazine Display Rack/Stand (Black steel, A4)

TOTAL ABC: 78,600.00

***Please see attached sample**

IV. OTHER TERMS AND CONDITIONS

1. The prospective bidder shall submit the following together with the proposal in a sealed envelope May 16, 2023 9:00 am at 5th floor, General Services Division, PCA R&D Building. Diliman, Quezon City.
 - a. SEC or DTI Registration Certificate
 - b. Mayor's Permit
 - c. Philgeps Registration
 - d. Omnibus Sworn Statement

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