



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. **103321657** for the “SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES” 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 SUPPLIES	₱57,155.00

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 November 18, to November 23, 2023, 09:00 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

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 SUPPLIES

LOCATION: PHILIPPINE COCONUT AUTHORITY DILIMAN, QUEZON CITY

II. SCOPE OF WORK

1. Supply and delivery of various office supplies:

1 LOT CONSISTING OF THE FOLLOWING ITEMS:

- 150pcs Pencil number 2
- 10pcs CMOS Battery
- 1600pcs Vellum Board A4 200GSM (cream or white color)
- 600pcs Expanding Folder (Green) Local (Long)
- 100pcs Permanent marker black
- 150pcs Notebook Steno
- 14 packs Photo Paper A4
- 25 Box Push pin
- 6 Packs White Board push pins magnet
- 150pcs Sign Pen Blue 0.5mm
- 100pcs. Transparent Scotch Tape 24mm x 50mm
- 80pcs Arch File 2 holes, A4 Green
- 50pcs Arch File 2 holes, Legal Green
- 10pcs Pencil Sharpener
- 10pcs Stapler

TOTAL ABC: 57,155.00

IV. OTHER TERMS AND CONDITIONS

1. The prospective bidder shall submit the following together with the proposal in a sealed envelope November 23, 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

Financial proposal and complete set of eligibility documents shall be submitted in either of the following manner from November 18 to November 23, 2023 9:00 am

- a. Manual/Physical submission in a sealed envelope at the General Services Division's Office 5th floor, PCA R&D Building, Diliman Quezon City
- b. Via online or electronic submission at pcagc@yahoo.com

Delivery /Payment terms: The delivery period is 10 working days .
Payment is 15 days upon completion.

The quoted price shall be valid 30 days upon receipt of Purchase Order.

Conforme:

Bidder's Authorized Representative