



REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF AGRICULTURE**  
**PHILIPPINE COCONUT AUTHORITY**  
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<b>LETTER</b>	DOC. REF. NO.	
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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. **10053462** for the “PRINTING OF VARIOUS PRINTED MATERIALS FOR THE CONDUCT OF WCC” in accordance with Section 53.9 of the Implementing Rules and Regulations Act No. 9184 with the following details.

ITEMS	ABC
PRINTING OF VARIOUS PRINTED MATERIALS FOR THE CONDUCT OF WCC	₱435,000.00

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 August 18-August 22, 2023 8:00 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

*“A food-secure Philippines with prosperous farmers and fisherfolk”*



## TERMS OF REFERENCE

### I. PROJECT AND LOCATION

**PROJECT :** PRINTING OF VARIOUS PRINTED MATERIALS FOR THE CONDUCT OF WORLD COCONUT CONGRESS (WCC)

**LOCATION :** PCA R&D Bldg. Diliman, Quezon City

### II. SCOPE OF WORK

Supply, delivery and printing of various printed materials for the conduct of world coconut congress (WCC) with the following specifications:

#### LOT I – PULL-UP BANNERS & SINTRA BOARD **ABC: (P45,000.00)**

##### A. 5 PCS PULL-UP BANNERS

**Specification:**

Quantity: 5 designs

- 2 NCFRS
- 2 CFIDP On-the-Go
- 1 PCA Coconut Hybridization

Size: 800 x 2000mm

Material: PVC polyester

Other Details: with bag and stand

Print: Full color

Proofing: Machine grade

##### B. 10 PCS SINTRA BOARD

**Specification:**

Quantity: 5 designs

Size: Assorted size/ 3MM

Material: Sintra board

Print: Full color

Proofing: Machine grade

**LOT II – CFIDP INFORMATION PACKETS AND NCFRS FLYERS ABC: (P210,000.00)**

**C. 1000 PCS CFIDP INFORMATION PACKETS**

**Specification:**

**FOLDER**

Quantity: 1 design

Size: 9x6 inches (LxW) folded; 9x12 inches (LxW) spread

Paper Type: Foldcote Cal. 15

Paper Texture: Matte/Laminated (front and back)

Print: Offset (Full color/ back to back)

Proofing: Machine grade

**INSERTS**

Quantity: 16 different design

Size: 8.5 x 5.5 inches (LxW)

Paper Type: C2S 120

Paper Texture: Glossy

Print: Offset (Full color/ back to back)

Proofing: Machine grade

*Note: Should be packed in sets and inserts shall be placed in same order as the file inside the packet folders.*

**D. 1000 PCS NCFRS FLYERS**

**Specification:**

Quantity: 1 design

Size: 8.5 x 5.5 inches (L x W)

Paper Type: C2s 120

Paper Textture: Glossy

Print: Full color offset

Proofing: Machine grade

**LOT III – CFIP FARMERS GUIDE AND CFIDP FAQs ABC: (₱200,000.00)**

**E. 1000 PCS CFIDP FARMERS GUIDE**

**Specification:**

**Front and back Cover**

Size: A4

Paper Type: C2S 220 lbs

Paper Texture: Glossy

Print: Offset (Full color)

Proofing: Machine grade

**Inside Pages**

Size: A4

Paper Type: C2S 120

Paper Texture: Glossy

Proofing: Machine grade

Binding: Saddle stitch/ Staple Bind

**F. 1000 PCS CFIDP FAQs**

**Specification:**

**Front and back Cover**

Size: A4

Paper Type: C2S 220 lbs

Paper Texture: Glossy

Print: Offset (Full color)

Proofing: Machine grade

**Inside Pages**

Size: A4

Paper Type: C2S 120

Paper Texture: Glossy

Proofing: Machine grade

Binding: Saddle stitch/ Staple Bind

**2. The supplier shall deliver the complete items per P.O on August 25, 2023**

3. Deadline for submission of proposal is on or before August 22,2023 08:00am at Procurement Unit, 5<sup>th</sup> Floor PCA R&D Building, Diliman, Quezon City.

**III. OTHER TERMS AND CONDITION**

1. The prospective bidder shall submit the following together with their financial proposal in a sealed envelope on August 22,2023 8:00am at 5<sup>th</sup> floor, General Services Division, PCA R&D Building. Diliman, Quezon City.

- a. SEC and DTI Registration Certificate
- b. Mayors' 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 August 18-August 22,2023 8:00 am

- a. Manual/Physical submission in a sealed envelope at the General Services Division's Office 5<sup>th</sup> floor, PCA R&D Building, Diliman Quezon City
- b. Via online or electronic submission at [pcaqc@yahoo.com](mailto:pcaqc@yahoo.com)

Delivery /Payment terms: August 25, 2023 .  
Payment is 15 days upon completion.

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

Conforme:

\_\_\_\_\_  
Bidder's Authorized Representative

**CONFORME:**

\_\_\_\_\_  
**Authorized Bidders Representative**  
(Printed Name and signature)