



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. **9859304** for the “SUPPLY AND DELIVERY OF CUSTOMIZED WOODEN TOKENS” 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 CUSTOMIZED WOODEN TOKENS	₱370,400.00

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 June 17, to June 20, 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](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**

**PROJECT: SUPPLY AND DELIVERY OF CUSTOMIZED WOODEN TOKENS**

**LOCATION: PCA CENTRAL OFFICE R&D BLDG., DILIMAN, QUEZON CITY**

**I. SCOPE OF WORK**

Supply and delivery of the following supplies:

<b>LOT</b>	<b>ITEM</b>	<b>ABC</b>
1	<b>2,000 PCS CUSTOMIZED WOODEN CP &amp; MUG STAND</b> Material: Palochina wood Size: 8” x 5” Process: Laser Engraved (Logo only) Finish: Spray varnished	₱352,800.00
	<b>10 PCS CUSTOPMIZED WOODEN BOX</b> Material: Palochina wood with metal lock Size 14.5” x 14.5” x 6” Process: Laser Engraved (Logo & Name) Finish: Spray varnished	₱17,640.00
<b>TOTAL:</b>		<b>₱370,440.00</b>

**II. OTHER TERMS AND CONDITIONS**

1. Partial bids are not allowed. Bidders shall submit proposal for all items stated above.
2. 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 (notarized)
3. Financial proposal and complete set of eligibility documents shall be submitted in a sealed envelope on or before June 20, 2023, 10:00am at the General Services Division’s office 5<sup>th</sup> floor, PCA R&D Bldg., Diliman, Quezon City.
4. Incomplete submission of requirements upon deadline will result into disqualification of bids.
6. The supplier shall deliver the complete items as per P.O. on or before June 27,2023.
7. Payment terms: 30 days upon acceptance

Conforme:

\_\_\_\_\_  
Bidder’s Authorize Representative

Date: \_\_\_\_\_