

Republic of the Philippines
ADB-JFPR 9160
Palawan Council for Sustainable Development Staff
PCSD Building, Sta. Monica, Puerto Princesa City

REQUEST FOR QUOTATION

The ADB-JFPR thru Palawan Council for Sustainable Development Staff (PCSDS), will undertake a Small Value Procurement for the **"Supply & Delivery of various office supplies & equipment"** in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

Name of Project : "Supply and Delivery of various office supplies & equipment"
Approved Budget for : P181,000.00
Specifications : See the attached Annex "A" for specifications
Location : PCSD Building, Sta. Monica, Puerto Princesa City, Palawan
Delivery Term : Within Thirty (30) calendar days from receipt of the Notice to Proceed

Interested supplier are required to submit their valid and current Mayor's Permit, 2018 Income/Business tax Return, PhilGEPS registration Number, and price quotation form (Annex "A") during submission of offer/quotation.

Award of contract shall be made to the lowest quotation, which complies with the minimum description as stated above and other terms and conditions stated in the price quotation form.

Any interlineations, erasures or overwriting shall be valid only if they are signed or initialled by the bidder or his/her duly authorized representative/s.

Submission of quotation and eligibility documents is on or before 3:00pm of _____ at the Property & Supply Unit, PCSD Building, Sta. Monica, Puerto Princesa City. Open submission may be submitted, manual or through facsimile at fax no. 434-4234.

For inquiry, you may contact us at tel nos. 434-4234 & 4235.

Very truly yours,


MICHELLE ANDREA AUGUST SABUYA
Head, BAC Secretariat

Approved by:


NELSON P. DEVANADERA
Executive Director

Republic of the Philippines
ADB-JFPR 9160
Palawan Council for Sustainable Development Staff
 PCSD Building, Sports Complex Rd., Sta. Monica, Puerto Princesa City

PRICE QUOTATION FORM

Date: _____

The Bids and Awards Committee

Palawan Council for Sustainable Development Staff
 PCSD Building, Sta. Monica, Puerto Princesa City

PQF No.: _____

Sir/Madam:

After having read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the item/s as follows;

Description	Specifications	Qty	Unit	Unit Price	Total Price
	for JFPR Office Supplies & Equipment				
	Color Laser Printer	unit	1		
	<i>Specifications:</i>				
	Samsung Xpress Colour Laser Printer SL-C430W/XSS				
	Laser Toner for Samsung Xpress Colour (CMYK)	set	3		
	Toner Kit TK-1147	set	5		
	Paper Shredder	unit	1		
	<i>Specifications:</i>				
	Straight Cut Paper Shredder Intimus 1000S				
	External hard Drive 8TB	units	2		
	Flash Drive 32GB	pcs	5		
	Heavy Duty Ring Binder (Plastic Ring)	unit	1		
	Steel Filing Cabinet (4drawers0	unit	1		
	Paper Cutter (long)	pc	1		
	Paper Bond A4	rms	20		
	Paper Bond Short	rms	20		
	Paper Bond Long	rms	20		
	Sign Pen 0.5mm	pcs	30		
	Permanent Marker	pcs	15		
Total (inclusive of VAT)					

(Amount in words) _____

The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

 Name/Company/Signature of Representative
 Contact No.