

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

PRICE QUOTATION FORM

The Bids and Awards Committee  
Palawan Council for Sustainable Development Staff  
PCSD Building, Sta. Monica, Puerto Princesa City

Date: \_\_\_\_\_  
PQF No.: 1806 049

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
	<b>EEED common office Supplies, Consumables &amp; accessories</b>				
	bondpaper multipurpose (A4) 80gsm	60	reams		
	bondpaper multipurpose (folio) 80gsm	60	reams		
	bondpaper multipurpose (A4) 70gsm	105	reams		
	bondpaper multipurpose (legal) 70gsm	105	reams		
	bondpaper multipurpose (short) 70gsm	45	reams		
	book paper (A3 size) 100gsm white for updates (500pcs per ream)	15	reams		
	poster specialty paper (A3 size ) 300gsm white	1000	pcs		
	photo paper (120 gsm) 5x7	5	packs		
	photo paper (120 gsm) 8x10	5	packs		
	sticker paper for laserjet (8.5 x 11)	10	packs		
	sticker paper for laserjet (8.5 x 14)	10	packs		
	specialty paper textured for business cards (8.5 x 11) 220 gsm	10	packs		
	papermill special paper (short)	3	reams		
	data file box made with chipboard (closed ends) long size	6	pcs		
	brown envelope documentary (A4 size)	500	pcs		
	brown envelope documentary (legal size)	400	pcs		
	envelope expanding kraftboard (legal size)	200	pcs		
	folder L-Type (Long)	50	pcs		
	folder tagboard (long)	100	pcs		
	magazine filebox Large	1	pc		
	folder fancy (A4s) 50 pcs per bundle	1	bundle		
	marker flourescent (3 colors per set)	2	sets		

marker whiteboard bullet type black	3	pcs	
marker whiteboard bullet type blue	3	pcs	
marker whiteboard bullet type red	3	pcs	
marker permanent bullet type black	3	pcs	
marker permanent bullet type blue	3	pcs	
marker permanent bullet type red	3	pcs	
notepad stick-on (2x3)100 sheets per pad yellow	4	pads	
notepad stick-on (3x3)100 sheets per pad yellow	4	pads	
notepad stick-on (3x4)100 sheets per pad yellow	4	pads	
paper clip gem type (48mm)	2	boxes	
paper clip gem type (32mm)	2	boxes	
pencil, lead with eraser (1 doz per box)	30	boxes	
ballpoint pen blue (100pcs per box)	3	boxes	
ballpoint pen black (100pcs per box)	2	boxes	
sign pen 5mm (blue)	6	pcs	
sign pen 5mm (black)	6	pcs	
ring binder plastic 32mm (10pcs per bundle)	4	bundles	
staple wire, standard	3	boxes	
tape transparent (24mm, 50mts per roll)	2	rolls	
tape packaging (48mm, 50mtrs per roll)	3	rolls	
duct tape (50 mtrs/roll)	2	rolls	
double sided foam tape (1/2")	10	rolls	
double sided foam tape (1")	10	rolls	
push pins	6	boxes	
illustration board (1/4)	30	pcs	
black fabric for exhibit	10	mtrs	
DVD RW 4x speed, 4.7GB capacity	24	pcs	
PVC cards (standard ID size)	100	pcs	
cutter knife heavy duty	4	pcs	
scissors (6")	4	pairs	
stapler standard with staple remover	1	unit	
Heavy duty L500 artist cutter	1	unit	
cutting mat, base 60cm x 90cm	1	pc	
ethyl alcohol 500ml	3	bots	
storage box large	1	Unit	
certificate jackets 9.5x12.5	100	Unit	
<b>Total</b> (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.



Republic of the Philippines  
Republic Act 7611  
**PALAWAN COUNCIL FOR SUSTAINABLE DEVELOPMENT STAFF**  
PCSD Bldg., Sports Complex Road, Brgy. Sta. Monica,  
Puerto Princesa City, Palawan

## REQUEST FOR QUOTATION

The Palawan Council for Sustainable Development Staff (PCSDS), will undertake a Small Value Procurement for the **"EEED common office Supplies, Consumables & accessories"** in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

Name of Project : EEED common office Supplies, Consumables & acces."

Approved Budget for : Php 148,000.00

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, 2017 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 \_\_\_\_\_ (date) 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