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

PCSD

REQUEST FOR QUOTATION

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

Name of Project	:	"Supply & Delivery of OED Supplies"
Approved Budget for	:	Php 86,823.17
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 9:00am of SEP 0 3 2018 (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

Annex "A"

Republic of the Philippines

Palawan Council for Sustainable Development Staff

PCSD Building, Sports Complex Rd., Sta. Monica, Puerto Princesa City

PRICE QUOTATION FORM

Date: AUG 2 8 2018

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

PQF No.: 1808 001

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
	Supply & Delivery of OED Supplies				
	Refrigerator	1	unit		
	Coffee Maker	1	unit		
	Dish Dryer	1	piece		
	kitchen Tissue Towel	10	piece		
	placemats	1	doz		
	Ktchen Tissue Holder	1	roll		
	Digital Clock	1	unit		
	ladder	1	piece		
	Knife	1	piece		
	spoon	1	doz		
	Fork	1	doz		
	Coffee	15	kilo		
	Tea	5	pack		
	Creamer	5	pack		
	Sugar	5	kilo		
	drinking water	40	gal		
	Flash Drive (16GB)	3	unit		
	External Hard drive 1TB	1	unit		
	AIR FRESHENER, 280mL/150g min	5	can		
	ALCOHOL, 70%, ethyl, 500ml	10	bottle		
	CLEARBOOK, 20 transparent pockets, for A4 size	10	piece		
	CLEARBOOK, 20 transparent pockets, for LEGAL size	6	piece		
	CLIP, backfold, 19mm, 12 pieces per box	5	box		
	CLIP, backfold, 25mm, 12 pieces per box	6	box		
	CLIP, backfold, 32mm, 12 pieces per box	6	box		
	CLIP, backfold, 50mm, 12 pieces per box	6	box		

	CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	6	piece		
	DATA FILE BOX, made with chipboard, with closed ends	2	box		
	DATA FOLDER, made with chipboard, taglia lock	24	piece		
	ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	1	box		
	ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box	2	box		
	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100 pieces per box	2	box		
	ERASER, felt, for blackboard/whiteboard	1	piece		
	FASTENER, for paper, plastic, 50 sets per box	1	box		
	FILE ORGANIZER, expanding, legal, plastic, assorted colors	2	piece		
	FOLDER, Fancy, A4, 50s/bundle	1	BUNDL		
	FOLDER, L-type, A4, 50 pieces pack	3	pack		
	FOLDER, L-TYPE, PLASTIC, for legal size documents	3	pack		
	GLUE, all purpose, 300 grams min.	1	bottle		
	MARKER, fluorescent, 3 colors per set	3	case		
	MARKER, whiteboard, bullet type, black	3	piece		
	MARKER, permanent, bullet type, black	3	piece		
	NOTE BOOK, stenographer's, 40 leaves, spiral	20	piece		
	NOTE PAD, stick on, 50mm x 50mm (2" x 2") min	3	CUBE		
	NOTE PAD, stick-on, (2"x3"), 100 sheets per pad	45	piece		
	NOTE PAD, stick-on, (3"x3"), 100 sheets per pad	45	pad		
	NOTE PAD, stick-on, (3"x4"), 100 sheets per pad	45	pad		
	PAPER CLIP, vinyl/plastic coat, length: 32mm min	6	box		
	PAPER CLIP, vinyl/plastic coat, length: 48mm min	6	box		
	PAPER, Multi-Purpose (COPY) A4, 70gsm	45	ream		
	PAPER, Multi-Purpose (COPY), Legal size, 70gsm	30	ream		
	PENCIL, lead, w/eraser, 0ne(1) dozen per box	5	DOZEN		
	RECORD BOOK, 300 pages, size: 214mm x 278mm min	2	book		
	RUBBER BAND, 70mm min lay flat length (#18)	1	box		
	RULER, plastic, 450mm, 1 piece in individual plastic	3	piece		
	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	25	PIECE		
	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	10	Piece		
	BALL POINT PEN, blue	25			
	BALL POINT PEN, BLACK	25	Piece		
	BALL POINT PEN, Red	10	Piece		
	STAMP PAD, felt pad, min 60mm x 100mm	1	piece		
	STAPLE WIRE. Standard	2	box		

	TAPE, masking, 48mm, 50 meters length	2	roll		
	TAPE, transparent, 24mm, 50 meters	2	roll		
	PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	1	piece		
	SCISSORS, (6")	3	pair		
	STAPLE REMOVER, plier type	3	piece		
	TAPE DISPENSER, table top	1	piece		
	MORROCCO FOLDER, A4	50	Piece		
	LOGO PAPER, STENCIL PCSDS, A4,	500	Piece		
	LOGO PAPER, STENCIL PCSD, A4,	20	Piece		
	CORK BOARD	2	Piece		
	PLASTIC STORAGE BOX (SMALL)	20	Piece		
	DISINFECTANT SPRAY, 400-550 grams	5	can		
	FURNITURE CLEANER, aerosol, 300mL/can	5	can		
	INSECTICIDE, aerosol type, 600mL/can	5	can		
	CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box	1	unit		
	WASTE BASKET, non-rigid plastic, TRASH BIN (WITH COVER)	4	piece		
	INK CART, EPSON C13T6664100 (T6641), Black	5	cart		
	INK CART, EPSON C13T664200 (T6642), Cyan	5	cart		
	INK CART, EPSON C13T664300 (T6643), Magenta	5	cart		
	INK CART, EPSON C13T664400 (T6644), Yellow	5	cart		
	Battery (alkaline)	5	AA		
	Battery (alkaline)	5	AAA		
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.