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 Office Supplies for OED-Secretariat"** in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

Name of Project	:	"Supply & Delivery of Office Supplies for OED-Secretariat"
Approved Budget for	:	Php 141,505.43
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 003

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 Office Supplies for for OED-Secretariat				
	AIR FRESHENER, 280mL/150g min	5	can		
	ALCOHOL, 70%, ethyl, 500ml	10	bottle		
	CARTOLINA, assorted color, 20 pieces per pack	1	BUNDL		
	CLEARBOOK, A4 size	10	piece		
	CLEARBOOK, Legal size	5	piece		
	CLIP, backfold, 19mm, 12 pieces per box	20	box		
	CLIP, backfold, 25mm, 12 pieces per box	20	box		
	CLIP, backfold, 32mm, 12 pieces per box	10	box		
	CLIP, backfold, 50mm, 12 pieces per box	10	box		
	CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	5	piece		
	DATA FILE BOX, made with chipboard, with closed ends	20	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	1	box		
	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100 pieces per box	1	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	4	piece		
	FOLDER, Fancy/Special, A4,	6	BUNDL		
	FOLDER, Fancy/Special, Legal	12	BUNDL		
	FOLDER, L-type, A4, 50 pieces pack	3	pack		
	GLUE, all purpose, 300 grams min.	2	bottle		
	MAGAZINE FILE BOX, LARGE		piece		
	MARKER, fluorescent, 3 colors per set	4	set		
	MARKER, whiteboard, bullet type, black	4	piece		

MARKER, permanent, bullet type, black	4	piece		
NOTE BOOK, stenographer's, 40 leaves, spiral	10	piece		
NOTE PAD, stick on, 50mm x 50mm (2" x 2") min	48	cube		
NOTE PAD, stick-on, (2"x3"), 100 sheets per pad	48	pad		
NOTE PAD, stick-on, (3"x3"), 100 sheets per pad	48	pad		
NOTE PAD, stick-on, (3"x4"), 100 sheets per pad	48	pad		
PAPER CLIP, vinyl/plastic coat, length: 32mm min	24	box		
PAPER CLIP, vinyl/plastic coat, length: 48mm min	24	box		
PAPER, Multi-Purpose (COPY) A4, 70gsm	90	ream		
PAPER, Multi-Purpose (COPY), Legal size, 70gsm	30	ream		
PENCIL, lead, w/eraser, One(1) dozen per box	6	box		
RECORD BOOK, 300 pages, size: 214mm x 278mm min	6	book		
RING BINDER, 80 rings, plastic, 12.7mm x 1.12m	14	bundle		
RING BINDER, 80 rings, plastic, 16mm x 1.12m	14	piece		
RING BINDER, 80 rings, plastic, 19mm x 1.12m(pc)	14	piece		
RING BINDER, 80 rings, plastic, 25mm x 1.12m	42	piece		
RING BINDER, 80 rings, plastic, 32mm x 1.12m	14	piece		
RING BINDER, 80 rings, plastic, 50.8mm x 1.12m(bdl	14	piece		
RUBBER BAND, 70mm min lay flat length (#18)		box		
RULER, plastic, 450mm (18"), width: 38mm min	4	piece		
SIGN PEN, black (0.5)	50	piece		
SIGN PEN, black (1.0)	50	piece		
SIGN PEN, blue (0.5)	50	piece		
SIGN PEN, blue (1.0)	50	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	6	roll		
CUTTER BLADE, heavy duty cutter, 10 pieces per tube	1	tube		
CUTTER KNIFE, heavy duty	4	piece		
SCISSORS, (6")	4	pair		
STAPLER, with Staple wire remover	3	piece		
STAPLE REMOVER, plier type	3	piece		
TAPE, double sided, 6mm, 50 meters length	6	Piece		
TAPE, double sided, 8mm, 50 meters length	2	Piece		
BALLPOINT PEN, black	60	Piece		
MORROCCO FOLDER, A4	60	Piece		
CONSTRUCTION PAPER, assorted colors, 500 sheets, A4	2	Piece		
ACETATE COVER, A4, 100 sheets	1	Ream		
LOGO PAPER, STENCIL, A4, (PCSD)	1200	Piece		

	LOGO PAPER, STENCIL, A4, (PCSDS)	1200	Piece		
	CORK BOARD	3	Piece		
	PLASTIC STORAGE BOX (SMALL)	10	Piece		
	PADLOCK (SMALL)	2	Piece		
	Assorted Special Folder	25	piece		
	GAVEL AND HAMMER	1	Piece		
	TONER TK-1147 KYOCERA		unit		
	Paper Bag	31	Piece		
	INK CART, EPSON C13T6664100 (T6641), Black	18	cart		
	INK CART, EPSON C13T664200 (T6642), Cyan	18	cart		
	INK CART, EPSON C13T664300 (T6643), Magenta	18	cart		
	INK CART, EPSON C13T664400 (T6644), Yellow	18	cart		
	MOUSE, optical, WIRELESS type	2	unit		
	EXTENSION WIRE (10 meters)	1	EXTENSION WIRE (10		
	EXTENSION WIRE (20 meters)	1	EXTENSION WIRE (20		
	MEMORY CARD(Micro SD Card), 32 G	2	unit		
	SD CARD READER	4	unit		
	DIGITAL VOICE RECORDER, 4GB (expandable), 1 unit in individual box	1	unit		
	Battery (alkaline)	10	AA		
	Battery (alkaline)	10	AAA		
	Calculator (compact/electronic)	1	unit		
	Calculator (scientific)	1	1 unit/box		
	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	1	unit		
	Flash Drive(32GB)	6	Piece		
	FLASH DRIVE, 16 GB capacity	6	Piece		
	FLASH DRIVE, 8GB Capacity	6	Piece		
	DISINFECTANT SPRAY, 400-550 grams	6	can		
	FURNITURE CLEANER, aerosol, 300ml /can	10	can		
	INSECTICIDE, aerosol type, 600mL/can	3	can		
	BINDING AND PUNCHING MACHINE, two(2) hand lever system, 34cm or 13" (24 holes) punching, width adjustable to any format, binds 425 sheets, or up to 2" thick, all metal construction	1	unit		
	flash lights	1	unit		
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.