



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 Public Bidding Procurement for the **"EEED Basic Supplies"** in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

Name of Project : **EEED Basic Supplies**

Approved Budget for : Php 94,321.12

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 **OCT 25 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

Republic of the Philippines  
**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. 1810 0060

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><i>EEED basic supplies</i></b>				
	ALCOHOL, 70%, ethyl 500ml	6			
	dating and stamping maching	1			
	CLIP, backfold, 19mm, 12 pieces per box	4			
	CLIP, backfold, 25mm, 12 pieces per box	4			
	CLIP, backfold, 50mm, 12 pieces per box	4			
	CORRECTION TAPE	4			
	ENVELOPE, EXPANDING, plastic	50			
	DATA FILE BOX, made with chipboard, with closed ends	6			
	data folder chipboard	12			
	ENVELOPE, DOCUMENTARY (A4 size document, 500 pieces per box)	2			
	ENVELOPE, DOCUMENTARY brown (Legal size document, 500 pieces per box)	1			

	ENVELOPE, EXPANDING, KRAFTBOARD (legal size documents, 100 pieces per box)	3			
	Record Book (500 pages)	6			
	FOLDER, Fancy (Legal, 50 pieces per bundle)	1			
	FOLDER, L-type, (A4, 50 pieces pack)	2			
	FOLDER, L-type (Legal size, 50 pieces per pack)	2			
	FOLDER, Tagboard (A4, 100 pieces per pack)	1			
	FOLDER, Tagboard (Legal size, 100 pieces per pack)	1			
	MAGAZINE FILE BOX, LARGE	10			
	MARKER, fluorescent (3 colors /set)	2			
	MARKER, whiteboard, bullet type, black	6			
	MARKER, whiteboard, bullet type, blue	6			
	MARKER, permanent, bullet type, black	6			
	MARKER, permanent, bullet type, blue	6			
	MARKER, permanent, bullet type, red	6			
	MARKER, whiteboard, bullet type, blue	6			
	MARKER, whiteboard, bullet type, red	6			
	NOTE PAD, stick-on (2"x3"), 100 sheets per pad	4			
	NOTE PAD, stick-on (3"x3"), 100 sheets per pad	4			
	NOTE PAD, stick-on (3"x4"), 100 sheets per pad	4			
	PAPER CLIP, gem type (48mm, 100 pieces per box)	2			

	PAPER CLIP, gem type (32mm, 100 pieces per box)	2			
	PAPER, Multi-Purpose (COPY) A4 (80gsm, size: 210mm x 297mm / ream)	60			
	PAPER, MULTICOPY, folio (80gsm, size: 216mm x 330mm/ ream)	60			
	PAPER, Multi-Purpose (COPY) (A4, 70gsm /ream)	100			
	PAPER, Multi-Purpose (COPY) (Long size, 70gsm / ream)	100			
	PARCHMENT PAPER, A4 size (80 gsm, 100 sheets per box)	2			
	PENCIL, lead, w/eraser (One(1) dozen per box)	30			
	RING BINDER, Plastic 32mm (10 pieces per bundle)	4			
	SIGN PEN, black	12			
	SIGN PEN, blue	6			
	STAPLE WIRE, Standard	3			
	TAPE, transparent (24mm, 50 meters/roll)	2			
	TAPE, packaging (48mm, 50 meters length)	3			
<b>Total (inclusive of VAT)</b>					

(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.