



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 SUPPLIES"** in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

Name of Project : **EEED Supplies**

Approved Budget for : Php 163,721.00

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 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 1810 0010

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
	<i>EEED supplies</i>				
	PAPER, Multi-Purpose (COPY) (Short, 70gsm/ream)	60	reams		
	notebook	200	pcs		
	Storage Box 30 Capacity (large)	1	Unit		
	Ballpoint Pen Blue (100/box)	3	box		
	Ballpoint Pen Black (100pcs/box)	3	box		
	Duct Tape	2	rolls		
	Double Sided Foam Tapes 1/2"	20	rolls		
	Double Sided Foam Tapes 1"	20	rolls		
	certificate frames glass (A4)	50	pieces		
	push pins	6	boxes		
	Poster type paper, A3, 250gsm, white	1500	pcs		
	multicolor paper short (metacards)	2	reams		
	A3 paper copy, 100gsm	12	reams		
	A3 paper, copy, 80gsm white	50	reams		
	A3 paper, copy, 70gsm white	90	reams		
	Photo Paper, short 120 gsm (glossy for inkjet)	20	packs		
	Photo Paper, 120gsm, long (glossy for inkjet)	20	packs		
	Sticker Paper, 8.5x11 (matte)	30	packs		
	Sticker Paper, 8.5x14 (matte)	30	packs		
	Specialty Paper, textured for business cards, 8.5x11, 220gsm	20	packs		

Specialty Board for Posters, A3, 300gsm, white	2500	pcs		
kraft 250 board paper (220 gsm) dark brown, size 8.5x14 (50pcs/pack)	12	pack		
concorde textured paper (Cream) 90gsm (short , 500/ream)	3	ream		
concorde textured paper (Cream) 90gsm (long, 500/ream)	3	ream		
vellum boards 220 GSM (long)	50	packs		
vellum boards 220 GSM (short)	50	packs		
metal desk tray (3 layers)	6	Unit		
Certificate jackets ordinary (A4 size plastic)	100	pcs		
black fabric for exhibit (10 mtrs)	1	mtrs		
DVD REWRITABLE, 4x speed, 4.7GB capacity	24	pcs		
Illustration Boards 1/4	60	pcs		
CUTTER KNIFE, heavy duty	4	pieces		
SCISSORS, (6")	4	pairs		
gun tacker	1	unit		
gun tacker staple	2	packs		
STAPLER, standard w/ staple remover	1	unit		
white glue 473ml	1	Bottle		
electronic stapler staple for EH-70F (No.70FE)	2	boxes		
PCSD Letterhead (A4)	1	ream		
PCSD Letterhead (long)	1	ream		
acrylic paint (yellow) 1 liter	1	bottle		
acrylic paint (green) 1 liter	1	Bottle		
acrylic paint (blue) 1 liter	1	Bottle		
acrylic paint (red) 1 liter	1	Bottle		
acrylic paint (black) 1 liter	1	Bottle		
acrylic paint (white) 1 liter	1	Bottle		
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.