

## REQUEST FOR QUOTATION

The Palawan Council for Sustainable Development Staff (PCSDS) will undertake a Small Value Procurement for the Events Management and Activity Handling of JFPR 9160 Final Workshop in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

Name of Project : Events Management and Activity Handling of JFPR Final Workshop

Approved Budget : PHP 569,770.00

Specifications : See Below for Specifications

PARTICULARS	<u>Amount</u>
Meals and Venue	79,650.00
Transportation Cost (Balabac Participants)	83,720.00
Travel Allowance (Balabac Participants) (50% of Daily Per Diem of 800 allocated for Meals and Incidental Expenses during travel period)	35,200.00
Hotel Accommodation (For Balabac Participants)	123,000.00
RT Airfare of Manila Based Workshop Participants	42,000.00
Supplies and Materials (Including Dissemination of Project Knowledge Product)	156,200.00
Events Management Professional Fee	50,000.00
<b>GRAND TOTAL</b>	<b>569,770.00</b>

Location : Puerto Princesa City, Palawan

Delivery Term : within 14 days from receipt of notice to proceed

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 initialed by the bidder or his/her duly authorized representative/s.

Submission of quotation and eligibility documents is on or before 3:00 pm of OCT 18 2018 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

Sir/Madam:

PQF No. **1810 001****JFPR 9160**

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
Events Coordination and Handling of JFPR 9160 Final Workshop	<b>Meals and Venue for 176 Participants</b>				
	<b>Transportation Cost of Participants outside of PPC</b>				
	<b>Travel Fund of Participants outside of PPC</b>				
	<b>Accommodation of Participants outside of PPC</b>				
	<b>RT Airfare of Manila Based Participants</b>				
	<b>Supplies and Materials</b>				
	Retractable Roller - Banner Stand	10	pc		
	Tarpaulin Printing	10	pc		
	Invitations and Letters	180	pc		
	Customized Flash Drive (containing project videos) min 32 GB	200	pc		
Planners with Project Details and Accomplishment Highlights	100	pc			
	<b>Events Management Fee</b>				
<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.