

Republic of the Philippines
Palawan Council for Sustainable Development Staff
PCSD Building, Sta. Monica, Puerto Princesa City

REQUEST FOR QUOTATION

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

Name of Project : "Supply and Delivery of various office equipment & fixtures for AFD"
Approved Budget for : **P 650,000.00**
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, 2018 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 10:00am of NOV 20 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

Received by:

Name/ Company / Signature over Printed Name

Republic of the Philippines

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 033

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
Office Equipment/ Fixtures					
Steel Filling Cabinet	4 drawers	6	unit		
Steel Filling Cabinet	with vault 7 4 drawers	1	unit		
Swivel Chair		50	unit		
Executive Chair		3	unit		
Clerical Table		5	unit		
Visitor Chair	3 seater	2	unit		
Pre-fabricated lobby Information Receiving Table		1	unit		
Modular office Table		1	set		
Couch		1	set		
Built-in Cabinet		1	set		
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.