



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 **Small Value Procurement (Sec. 53.9)** for the **“For 27th SEP Anniversary Celebration on June 19, 2019”** in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

Name of Project : **For 27th SEP Anniversary Celebration on June 19, 2019**

Approved Budget for : Php 129,000

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 Certificate, Omnibus Sworn Statement** 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.


Partial Bids are not allowed. Bids not addressing or providing all of the required items in the Bidding Documents/RFQs including, where applicable, bill of quantities, shall be considered non-responsive and, thus, automatically disqualified. Where a required item is provided, but no price is indicated, the same shall be considered as non-responsive, but specifying a “0” (zero) or dash (-) for the said item would mean that it is being offered for free to the Government.

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 10:00am of **May 28, 2019** 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. 19-05-009

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
for 27th SEP Anniversary Celebration on June 19, 2019					
Event Package		150	pax		
For 27th SEP Anniversary Celebration (June 19, 2019) Event Package -Assisted Buffet Breakfast -AM snacks/Cocktail -Assisted Buffet Lunch Inclusions: -Use of Function room (7:30am to 1:00pm) -Use of lounge area/lobby for Photo Exhibit 200-300 square meter -Use of Function room for Holy Mass (150pax) -Use of basic sound system, microphones, podiums & LCD projector with screen -Stand-by crew to assist guest -Purified Drinking Water -Free Flowing Coffee					
<p>All Food and Catering Services:</p> <ol style="list-style-type: none"> The service supplier shall have its own environmental policy. The environmental policy shall cover environmental procurement, the reduction of waste and energy consumption, and water saving. The service supplier shall provide local or regional products or products which are produced in a sustainable way (e.g. produced according to good agriculture practices, organic, avoiding overfishing, no products from threatened species) when offering food and beverages. The service supplier shall provide a vegetarian offer. The service supplier shall eliminate the use of non-essential disposable products like plastic bags, single-use utensils, etc. When disposable products are used, the supplier shall use recycled materials where possible. The service supplier shall post its environmental policy in places where employees can easily notice them 					
<p>All Training Facilities/Hotels/Venues:</p> <ol style="list-style-type: none"> The service supplier shall have its own environmental policy. The environmental policy shall cover the reduction of chemical substances usage, the reduction of waste and energy consumption, and water saving. The service supplier shall provide organic, local or regional products or products which are produced in a sustainable way (esp. avoid overfishing, no products from threatened species) when offering food and beverages. The service supplier shall ensure that indoor lighting is energy efficient. The service supplier shall reduce packaging and usage of disposable containers for food, drink and condiments. The service supplier shall post its environmental policies or targets in places where guests and employees can easily notice them. 					
Total (inclusive of VAT)					

(Amount in words) _____

The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,