



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 **"EEED ICT Supplies for Riso"** in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

Name of Project : **EEED ICT Supplies for Riso**

Approved Budget for : Php 113,900.00

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 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 20 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.19-05-003  
 \_\_\_\_\_  
 \_\_\_\_\_

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>EEED ICT Supplies for Riso</b>					
Comcolor Staple 50 (cartridge for Finsher F10)		2	cartridge		
Comcolor FW ink Cartridge Black		2	pcs		
Comcolor FW ink Cartridge Yellow		2	pcs		
Comcolor FW ink Cartridge Cyan		1	pcs		
<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.