



Republic of the Philippines  
Republic Act 7611  
**PALAWAN COUNCIL FOR SUSTAINABLE DEVELOPMENT STAFF  
BIDS AND AWARDS COMMITTEE**  
PCSD Bldg., Sports Complex Road, Brgy. Sta. Monica, Puerto Princesa City, Palawan

## REQUEST FOR QUOTATION

- A. The Palawan Council for Sustainable Development Staff (PCSDS) invites all eligible and PhilGEPS-registered suppliers to quote the best offer for this procurement item subject to the specifications and/or terms and conditions and within the Approved Budget for the Contract, to wit:

Project Title: **PR No. 19-12-009: Vehicle Repair and Maintenance for PCSD Vehicles (FY 2020)**

Mode of Procurement: **Negotiated Procurement - Small Value Procurement (Sec. 53.9 of RA 9184, IRR)**

Approved Budget for the Contract: **Php 304,000.00**

Delivery Instructions: **To be delivered within 30 Calendar Days (CDs) upon receipt of Purchase Order / Payment (whichever is applicable).**

Location: **PCSD Building, Sports Complex Road, Puerto Princesa City, Palawan**

Specifications: **See attached "Annex A" (if applicable)**

- B. Interested supplier are required to submit the following Eligibility Documents during submission of offer/quotation:


- B.1. Mayor's Permit/Business Permit;***
- B.2. PhilGEPS Registration Number;***
- B.3. Latest Income/Business tax Return;***
- B.4. Omnibus Sworn Statement (duly notarized)***

- C. The pro-forma quotation may be submitted through registered or electronic mail to the PCSDS BAC Secretariat at above address or email to [mitchie592003@gmail.com](mailto:mitchie592003@gmail.com) on or before **December 23, 2019, 10:00 AM** subject to the following Terms and Conditions:

- All entries shall be typed or written in a clear legible manner. 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.
- All prices offered shall be valid, binding and effective for THIRTY (30) calendar days upon issuance quotation.
- Price quotations to be denominated in Philippine Peso shall include all applicable government taxes subject to (BIR 2306) 5% R-VAT and (BIR 2307) 1% (PO) or 2% (JO) deductions.
- Award of contract shall be made to the lowest quotation, which complies with the minimum specification 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 RFP/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.
- In the event two or more bidders submitted the same amount of quotations, the tie shall be resolved using "draw lots" or similar methods of chance.

- D. For inquiry, you may contact us at (048) 434-4235.

Very truly yours,

  
**MICHELLE ANDREA AUGUST SABUYA**  
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.: **1912 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
<b>Vehicle Repair &amp; Preventive Maintenance Services</b>					
<b>Toyota Super Grandia</b>					
	Preventive Maintenance Services	6	sets		
	Engine Repair	1	unit		
<b>Ford Ranger Wildtruck</b>					
	Preventive Maintenance Services	6	sets		
<b>Isuzu Cargo Truck NKR (light truck)</b>					
	Preventive Maintenance Services	6	sets		
	Engine Repair	1	Unit		
<b>Isuzu Cargo Truck FTR (10.25 tons capacity)</b>					
	Preventive Maintenance Services	6	sets		
	Minor Body Repair	1	Unit		
<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.