



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. 19-12-011: Supply and Delivery WMF (ERED & EEED) Additional Supplies**

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

Approved Budget for the Contract: **Php 317,810.00**

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 maybe submitted through registered or electronic mail to the PCSDS BAC Secretariat at above address or email to 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/RFOs 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
 BIDS AND AWARDS COMMITTEE**
 PCSD Bldg., Sports Complex Road, Brgy. Sta. Monica,
 Puerto Princesa City, Palawan

PRICE QUOTATION FORM

Project Title:	Filed/Staff house needs for PCSD Enforcement	Date:		
		PQF No.:		
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;				
Item/Description	Unit	Quantity	Unit Price	Total Price
Water Dispenser	unit	1		
Rice Cooker	unit	1		
Kettle	unit	1		
LED Light	pieces	4		
Folding Bed	pieces	1		
Ceiling Fan	unit	2		
Mop	set	1		
PVC card (blank) standard size with rubber loop	pieces	1000		
camera bag with lens compartment(shockproof,waterproof,backpack type,large capacity)	pieces	2		
replacement adaptor for automatic stapler Max Electronic Stapler Model EH-70F (24 volts, 2.08amp) original replacement	pieces	2		
ribbon innk for ID Maker	pieces	2		
Dracena ornamental plant	pieces	10		
Aglaonema ornamental plant	pieces	15		
Milflores ornamental plant	pieces	15		
Birds nest	pieces	10		
Rhapis ornamental plant	pieces	30		
Mini-santan ornamental plant	pieces	7		
Caladium humboldtii ornamental plant	pieces	7		
Snake plant ornamental plant	pieces	10		
Anthrium Sweet Pink ornamental plant	pieces	10		
Cypress ornamental plant	pieces	10		
Chinese Bamboo ornamental plant	pieces	10		
Bird's of Paradise ornamental plant	pieces	5		
Bermuda grass 4x4	pieces	20		
TV Monitor Stand for 40-43 inches LED TV with literature racks (pre-made or customized)	pieces	6		
Reptile tong	pieces	4		
Bite Gloves	pieces	4		
Stainless feeders	pieces	43		
Stainless table for dissection and processing	pieces	6		
Stretcher	pieces	5		
Stand fans	pieces	6		
TOTAL AMOUNT				₱0.00
AMOUNT IN WORDS:				

Specification:

A. All Food and Catering Services:

1. 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.
2. 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.

3. The service supplier shall provide a vegetarian offer.

4. 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.

5. The service supplier shall post its environmental policy in places where employees can easily notice them

We undertake, if our quotation is accepted, to supply/deliver the goods in accordance with the technical specifications and delivery instructions.

We agree to abide by this Quotation for the price validity period specified in the terms and conditions and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a Purchase Order or a Contract is prepared and executed, this Quotation shall be binding upon us. We understand that you are not bound to accept the lowest or any Quotation you may receive.

*(Please provide **complete** information below)*

Signature over Printed Name : _____

Designation/Position : _____

Name of Company : _____

Business Address : _____

Contact Number: _____

E-mail Address: _____

Company TIN: _____