



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. 20-01-003: Supply and delivery of EEED WMF Supplies and Collaterals**

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

Approved Budget for the Contract: **Php 75,000.00**

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 maybe submitted through registered or electronic mail to the PCSDS BAC Secretariat at above address or email to mitchie592003@gmail.com on or before **March 3, 2020,10:00 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,


MA. CHRISTINA D. RODRIGUEZ
BAC Secretariat, Head



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:	EEED WMF Supplies and Collaterals	Date:			
		PQF No.:	2001 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;					
Item No.	Description and Specification	Unit	Quantity	Unit Price	Total Price
	PVC Cards (Standard ID Size) blank ; size: 8.55cm x 5.4cm	pcs	300		
	RUBBER LOOP for PVC Card (color black)	pcs	300		
	ballpen (black)	pcs	700		
	ECO-BAG (outdoor sports waterproof backpack drawstring) with print - made of 220D nylon polyester; good quality black color; 40cm H x 34cm W) with single color print	pcs	300		
	t-shirts roundneck with digital print for Training (dryfit) (sizes S, M, L) • The amount of free and partly hydrolysable formaldehyde in the final product shall not exceed 80 ppm for products that come into direct contact with the skin and 300 ppm for all other products. •The supplier shall supply products made of organically produced textiles when possible. •The supplier shall supply products which are packaged in recyclable material	pcs	150		
	t-shirts roundneck with digital print for Youth Ecocamp (dryfit) (sizes S, M, L) • The amount of free and partly hydrolysable formaldehyde in the final product shall not exceed 80 ppm for products that come into direct contact with the skin and 300 ppm for all other products. •The supplier shall supply products made of organically produced textiles when possible. •The supplier shall supply products which are packaged in recyclable material	pcs	100		
	first aid kit (includes sterile gauze pads of different sizes, adhesive tape, adhesive bandages (band-aids) in several sizes, elastic bandage, splint, antiseptic wipes, soap, antibiotic ointment, antiseptic solution, hydrocortisone cream(1%), acetaminophen and ibuprofen, paracetamol, loperamide, antacid, tweezers, sharp scissors, safety pins, disposable instant cold packs, calamine lotion, alcohol, thermometer, flashlight & extra batteries)	set	2		

Item No.	Description and Specification	Unit	Quantity	Unit Price	Total Price
	games supplies (6 pcs. refillable fire torch 4ft height; tie wire s16 2kgs);5pcs painting canvas wih frame 50x50cm; fabrics for flags 10 mtrs each - maroon, blue, yellow, green)	set	2		
	PAPER, Vellum 100gsm 8.5 x 13 (500's) white	ream	1		
	PAPER, Vellum 100gsm 8.5 x 11 (500's) white	ream	1		
TOTAL AMOUNT					
AMOUNT IN WORDS:					

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: _____