



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: **"Catering Services and Venue for PKP Regular Meeting**

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

Approved Budget for the Contract: **Php 25,000.00**

Delivery Instructions: **To be delivered within 15 Calendar Days (CDs) upon receipt of Purchase Order / Payment (whichever is applicable).**

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;

C. The pro-forma quotation maybe submitted through registered or electronic mail to the PCSDS BAC Secretariat at above address or email bac@pcsd.gov.ph on or before _____, **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,


MARIANNE FAITH PEREZ
BAC Secretariat



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Palawan Council for Sustainable Development Staff
BIDS AND AWARDS COMMITTEE
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 Puerto Princesa City, Palawan

PRICE QUOTATION FORM

Project Title:	PR No.2020-09-017: Catering Services and Venue for PKP Regular Meeting	Date:		
		PQF No.	20-09-017	
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 and Specification	Unit	Quantity	Unit Price	Total Price
Catering Services and Venue: AM Snacks, Buffet of Plated lunch, PM snacks for 30 pax	piece	30		
Venue for meeting hall should be able to accommodate twice the number of participants to observe social distancing With LCD Projector and Sound system Free WiFi				
Total Amount				
Green Specs:				
<p>FOOD AND CATERING SERVICES</p> <ul 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>TRAINING FACILITIES/ HOTELS/ VENUES</p> <ul 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. 				
AMOUNT IN WORDS:				
<p><i>We undertake, if our quotation is accepted, to supply/deliver the goods in accordance with the technical specifications and delivery instructions.</i></p> <p><i>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.</i></p> <p><i>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.</i></p>				

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

Signature over Printed Name : _____
 Designation/Position : _____
 Name of Company : _____
 Business Address : _____
 Contact Number: _____
 E-mail Address: _____
 Company TIN: _____