



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. 20-12-002: Supply and Delivery of EZMED Office Supplies (Last Quarter)**  
Mode of Procurement: **Negotiated Procurement - Small Value Procurement (Sec. 53.9 of RA 9184, IRR)**  
Approved Budget for the Contract: **Php 229,112.92**  
Delivery Instructions: **To be delivered within 30 Calendar Days (CDs) upon receipt of Notice to Proceed**  
Mode of Payment: **Upon full delivery of goods and/or completed performance of service whichever is applicable**  
Mode of Payment: **Issuance of check upon full or partial delivery of goods and/or completed performance of service (whichever is applicable)**  
Location: **PCSD Building, Sports Complex Road, Puerto Princesa City, Palawan**

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

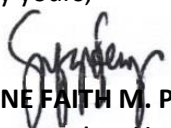
- B.1. Mayor's Permit/Business Permit;***
- B.2. PhilGEPS Registration Number;***
- B.3. Omnibus Sworn Statement***

- 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](mailto:mitchie592003@gmail.com) on or before **December 22, 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,

  
**MARIANNE FAITH M. PEREZ**  
BAC Secretariat, Head