



## 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. 21-01-12-01: PCSD Printing and Publication**

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

Approved Budget for the Contract: **Php 348,550.00**

Mode of Payment: **Issuance of check upon full or partial delivery of goods and/or completed performance of service (whichever is applicable)**

Location: **Puerto Princesa City, Palawan**

- B. Interested suppliers 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 **March 15, 2021, 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



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:	<b>21-01-12-01: PCSD Printing and Publication</b>	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 No.	Description and Specification	Unit	Quantity	Unit Price	Total Price
	<b>OED</b>				
	Publication of policy issuances passed by the PCSD covering the year of 2021	page	7		
	<b>EEED</b>				
	tarpaulin printing 10x10	pc	6		
	tarpaulin printing 4x30	pc	6		
	tarpaulin printing 8x8		6		
	rubber stamp (received with logo, name of Atty. Irish R. Villamor with position)	pc	2		
	sintra board 20x20 in	pc	25		
	vinyl stickers 2x4 in	pc	44		
	versa boards (cut to shape) 4x2ft	pc	20		
	t-shirt printing		124		
	<b>DMD Calamian</b>	pc			
	rectangle rubber stamp for receiving documents (PCSDS-DMD CALAMIAN RECEIVED Date: _____ Time: _____ Received by: _____)	pc	3		
	Printed office shirt (Collared with embroidered PCSDS Logo - Customized) Womens: Small - 1, Medium - 2, Large - 2 Mens: XL - 1, Large - 3, Medium - 2	pc	12		
	Reversible acrylic signage -OPEN (TULOY PO KAYO with Office Hours Mon-Fri 8am-5pm) -CLOSED	pc	2		
	tarpaulins (2x6ft)	pc	10		
	<b>AFD</b>	pc			
	tarpulin printing 4x10		5		
	tarpulin printing 3x8	pc	10		

	rubber stamps (names and designation)	pc	11		
	rubber stamps (received, etc. with logo)	pc	4		
	sintra board 4x6 ft		6		
	vinyl stickers (inventory tag) 2x3 in	pc	450		
	acrylic plaque	pc	6		
	<b>DMD South</b>				
	Office Signboard (3x6ft)	pc	2		
	<b>EMED</b>				
	tarpaulin printing 4x10	pc	18		
	tarpaulin printing 3x8	pc	20		
	rubber stamps (received, etc. with logo)	pc	10		
	vinyl sticker 2x4 in	pc	100		
	<b>EPRPD</b>				
	Tarpaulin Printing (7ft x 5ft 4in)	pc	16		
	Tarpaulin Printing (4ft 5in x 3ft 4in)		18		
	Rubber Stamps (received, etc. with logo)	pc	10		
	Vinyl Stickers 2 x 4in	pc	12		
	<b>EZMED</b>				
	tarpaulin printing 4x10ft	pc	10		
	tarpaulin printing 3x8ft	pc	10		
	rubber stamps (names and designation)	pc	4		
	rubber stamps (number - 10 digits; 0-9)	pc	1		
	CITES rubber stamp -Numbers: 5 digits, 0-9 -Letters: A-J -Year: 2021-2032	pc	1		
	Rubber stamps (received with logo) -Date, Time, and Received by	pc	1		
	Rubber stamp (dater) -Month: Jan-Dec -Date: 0-0, 2 digits -Year: 2021-2032	pc	2		
	sintra/ sign board 4x8ft	pc	4		
	vinyl stickers (inspection)	pc	200		
	acrylic plaque	pc	5		

**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: \_\_\_\_\_