



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. 21-03-16-28: Catering Services for Research Meeting**

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

Approved Budget for the Contract: **Php 150,000.00**

Delivery Instructions: **To be delivered within 30 Calendar Days (CDs) upon receipt of Purchase Order / Payment (whichever is applicable).**

Mode of Payment: **Upon full delivery of Goods and/or completed performance of Service whichever is applicable**

Location: **PCSD Building, Sports Complex Road, Barangay Santa Monica, PPC, 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 (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 \_\_\_\_\_ 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



Name of Company : \_\_\_\_\_

Business Address : \_\_\_\_\_

Contact Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Company TIN: \_\_\_\_\_