



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. 22-06-01-62: Representation Expense (Catering Service for SEP Anniversary)**
Mode of Procurement: **Negotiated Procurement – Small Value Procurement (Sec 53.9 of RA 9184 IRR)**
Approved Budget for the Contract: **Php 268,205.00**
Mode of Payment: **By Billing**
Location: **PCSD Bldg., Sports Complex Road, Brgy. Sta. Monica, 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 (Certified True Copy);***
- B.2. PhilGEPS Registration Number (Certified True Copy);***
- B.3. Duly Notarized 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 bacpcsd@gmail.com on or before **June 7, 2022, 9:00AM**, 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 upon issuance of the quotation shall be valid, binding and effective throughout the effectivity of the contract for all delivery requests and/or billings.
- 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,

Atty. MICHELLE ANDREA AUGUST F. SABUYA
BAC Secretariat



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:	PR No. 22-06-01-62: Representation Expense (Catering Service for SEP Anniversary)	Date:	
		PQF No.:	22-06-01-62

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
1	Meals during Engress (dinner)		23		
2	Staff assigned during exhibit (snacks)	pax	10		
3	Tree planting - DMD South (AM or PM Snacks)	pax	100		
4	Tree planting - DMD Calamian (AM or PM Snacks)	pax	50		
5	Tree planting - DMD North (AM or PM Snacks)	pax	70		
6	Tree planting activity - DMD North 2 (bottled water)	pax	200		
7	IEC Batch 1-PPC (4 barangays) (AM or PM Snacks)	pax	320		
8	IEC Batch 2-North (2 municipalities) (AM or PM Snacks)	pax	120		
9	Launching of Exhibit: IEC Activity (AM Snacks)	pax	40		
10	IEC activity for Youth during Exhibit (AM Snacks)	pax	80		
11	Conduct of conservation / Advocacy Campaigns including environmental campaigns or celebrations - Catering Service for 2 activities - 1 day each activity (AM/PM Snacks)	pax	33		
12	Conduct of information. Education and Communication (IEC) on topics related to ECAN, Biodiversity Conservation, Environmental Laws, Climate Change Adaptation, GAD and the role of women and children in SD - Catering Service for 6 IEC Activities - 1 day each activity (AM/PM Snacks)	pax	152		
13	Other MOE - (representation) Set up digital and/or physical exhibits with various themes on SD and other special laws, environmental celebrations, PCSD and partner initiatives, biodiversity, PCSD activities and campaigns - Catering Service for 2 activities - 1 day each activity (AM/PM Snacks)	pax	10		
	Representation (WMF)				
14	Organize Community members participating conservations programs (enhancement capabilities and establishment of partnerships and link) 1 day (lunch, AM/PM Snacks)	pax	30		
	<i>-nothing follows-</i>				
TOTAL AMOUNT					

AMOUNT IN WORDS:

We undertake, if our quotation is accepted, to supply/deliver the goods/services 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:	