



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. 22-08-16-80: ICT Office Supplies (Plotter Scanner Supplies)**  
Mode of Procurement: **Negotiated Procurement – Small Value Procurement (Sec 53.9 of RA 9184 IRR)**  
Approved Budget for the Contract: **Php 400,000.00**  
Mode of Payment: **Within 30 days from receipt of Notice of Proceed**  
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 **August 23, 2022, 10:00AM**, 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