



## 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:

Purchase Request No. **PR No. 23-01-0006**

Project Title: **Office Supplies Expenses**  
**(Supply and Delivery of Office Supplies)**

Mode of Procurement: **Negotiated Procurement - Small Value Procurement**

Approved Budget for the Contract: **Php 27,500.00**

Delivery Period: **30 Calendar Days from receipt of Notice of Proceed**

Location: **PCSD Office, Sports Complex Road, Barangay Santa 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);**

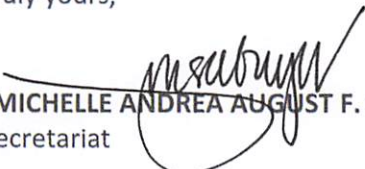
**B.2. PhilGEPS Registration Number (Certified True Copy);**

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](mailto:bacpcsd@gmail.com) on or before **February 09, 2023; 12:00 pm** 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:	Office Supplies Expenses (Supply and Delivery of Office Supplies)	Date:	
		PQF No.:	23-01-0006

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>DMD-Calamian</b>				
	ELECTRIC FAN, Wall mount (16")	unit	2		
	SIGN PEN, black, liquid or gel (0.5mm)	piece	12		
	SIGN PEN, blue, liquid or gel (0.5mm)	piece	12		
	PAPER CLIP, vinly/plastic coated, jumbo, 50mm	box	4		
	GLUE, all purpose, 200grams	bottle	4		
	STAPLE WIRE, standard type	box	3		
	CORRECTION TAPE, 8 meters	piece	3		
	STAPLER, standard type	unit	3		
	STAPLER, heavy duty (binder type), desktop	unit	1		
	RECORD BOOK, 300 PAGES	book	2		
	RECORD BOOK, 500 PAGES	book	2		
	MAGAZINE FILE BOX, Large	piece	12		
	CLIP, backfold, 32mm	box	3		
	MARKER, Whiteboard, black	piece	2		
	MARKER, Whiteboard, Blue	piece	2		
	<b>AFD</b>				
	Paper, Multi-purpose A4 Size (80gsm)	ream	70		
	-nothing follows-				
<b>TOTAL AMOUNT</b>					

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