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:

Purchase Request No.**PR No. 23-02-0012**
Project Title: **Other Supplies and Materials**
(Tokens for Resource Speaker)
Mode of Procurement: **Negotiated Procurement - Small Value Procurement**
Approved Budget for the Contract: **Php 16,000.00**
Delivery Period:**Wihin 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);
B.3. Secretary's Certificate/Special Power of Attorney (SPA)(if applicable)

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 **February 16, 2023; 12:00 NN** 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

Annex "A"

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:	Other Supplies and Materials (Tokens for Resource Speaker)	Date:	
		PQF No.:	23-02-0012

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
	Enhancement of Capabilities of Relevant Agencies (Strengthening Stakeholder Engagement for the Implementation of SEP Law)				
	Tokens for Resource Speaker: Set of Coffee Press, Coffee Beans 250 G), and Mug	piece	6		
	Prizes for Games: Portable Bluetooth Speaker | IP55 Water and Dust Resistant | 2000mAh Long-Life Battery | Bluetooth 5.0 | Dual Audio Connection (for Individual prizes)	piece	6		
	True Wireless Earphone Bluetooth 5.1 Earbuds Low latency Gaming TWS headset with mic HD Music headphone Earpieces Microphone Audio Sports | 250 mAh Charging bin	piece	5		

-nothing follows-

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: _____