



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. 23-05-0052**

Project Title: **Supply and Delivery of Office Supplies**

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

Approved Budget for the Contract: **Php527,027.85**

Delivery Period: **Within 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. Omnibus Sworn Statement (Duly notarized)

B.4. Secretary's Certificate/Special Power of Attorney (SPA) (if applicable)

B.5. Income/Business Tax Return

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 07, 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% (IO) 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



PRICE QUOTATION FORM

Project Title:	Supply and Delivery of Office Supplies	Date:				
		PQF No.:			23-05-0052	
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	Total ABC	Unit Price	Total Price
OED						
1	Clear Book Long Plastic Spiral Folder, Pink	piece	5	P72,587.00		
2	White Letter Envelope NO. 10 Long	box	1			
3	Pressboard Folder (Long) Color Green	piece	15			
4	Jam Folder, Long Black	piece	5			
5	Morocco Cut A4 (Ream) Blue	ream	1			
6	Staple Wire, Standard	box	6			
7	Binder Clips 3/4" 19mm	box	5			
8	Binder Clips 1" 25mm	box	5			
9	Ballpen (Flexstick 0.5 & 0.7) Color: Black, Blue, Red & Violet	box	5			
10	Ballpen, 12pcs, Black	box	8			
11	Note Pad, stick on, 76mm x 76mm ("3x"3), 100 sheets per pad	piece	12			
12	Steno Notebook 60 Leaves Assorted colors	piece	10			
13	Tape, Masking, 48mm	roll	1			
14	Packaging Tape, 48mm	roll	2			
15	Transparnt Tape, 24mm	roll	5			
16	Double Sided Tape, 3/4" x 10	roll	5			
17	Correction Tape, 8 meters	piece	30			
18	Scissors, symmetrical or Asymmetrical	pair	3			
19	PAPER A4, 80gsm, size:210mm x 297mm	ream	180			
20	PAPER LEGAL, 500 sheets per ream (80gsm)	ream	10			
21	Construction Paper, A4 (assorted Color)	ream	7			
22	Permanent Marker (fine tip), Black (12 pcs)	box	1			
23	Facial Tissue Interfolded, soft, 200 sheets, 100 pulls x 2 ply with box	box	20			
24	Trashbag, Black, 37"x"40, XL, 10 pieces per roll or pack	roll/pack	1			
25	Disinfectant, Aerosol Type 450-550 grams	can	2			
26	Air Freshener, Aerosol Type, 150g	can	2			
27	Furniture Cleaner, Aerosol Type	piece	2			
28	ALCOHOL, ethyl 68%-70%, Scented, 500ml	bottle	20			
29	Isopropyl Alcohol 70% with Moisturizer Spray 350ml	bottle	6			
EEED						
	Sign Pen,Black 0.7	piece	6	P24,170.00		
	Sign Pen, Blue 0.7	piece	6			
	Ballpen	piece	8			
	Note Pad, stick on, 76mm x 76mm ("3x"3), 100 sheets per pad	pad	1			
	Laminating pouch short 100 x 150mm (250 MIC)	pack	2			
	Laminating pouch A4 100 x 150mm (250 MIC)	pack	2			
	Tape, Packaging, 48mm	roll	5			
	Tape, duct-tape,48mm	roll	5			
	Double Sided Tape, 3/4" x 10	roll	5			
	Correction Tape, 8 meters	piece	4			
	PAPER, Multicopy A4, 500 sheets per ream (80gsm)	ream	10			
	PAPER, Multicopy Legal, 500 sheets per ream (80gsm)	ream	6			
	PAPER, Multicopy A4, 500 sheets per ream (70gsm)	ream	10			
	PAPER, Multicopy Legal, 500 sheets per ream (70gsm)	ream	5			
	Vellum Paper Short	ream	3			
	Vellum Paper A4	ream	3			
	Photo Paper (glossy)	pack	4			
	Ink, Epson L3210, Black	bottle	2			

Item No.	Description and Specification	Unit	Quantity	Total ABC	Unit Price	Total Price	
	Paper Clip, Vinyl/Plastic Coated, Jumbo 50mm	box	2	P77,940.00			
	Record Book, 300 pages	book	10				
	Ink Cart, for HP, OfficejetPro 7740, 955XL, Cyan	Cartridge	2				
	Ink Cart, for HP, OfficejetPro 7740, 955XL, Yellow	Cartridge	2				
	Ink Cart, for HP, OfficejetPro 7740, 955XL, Magenta	Cartridge	2				
	Ink Cart, for HP, OfficejetPro 7740, 955XL, Black	Cartridge	2				
	Ink Cart, for HP, OfficejetPro 9020, 962XL High Yield, Cyan	Cartridge	2				
	Ink Cart, for HP, OfficejetPro 9020, 962XL High Yield, Black	Cartridge	2				
	Ink Cart, for HP, OfficejetPro 9020, 962XL High Yield, Yellow	Cartridge	2				
	Ink Cart, for HP, OfficejetPro 9020, 962XL High Yield, Magenta	Cartridge	2				
	TOTAL ABC				P527,027.85		
	-nothing follows-						

TOTAL AMOUNT

AMOUNT IN WORDS:

Notice: Please complete Required Details Above (green boxes)

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: _____