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

PCSD

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 14, 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

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

PCSD

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			
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	₱72,587.00		
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					
30	Sign Pen,Black 0.7	piece	6			
31	Sign Pen, Blue 0.7	piece	6			
32	Ballpen	piece	8			
33	Note Pad, stick on, 76mm x 76mm ("3x"3), 100 sheets per pad	pad	1			
34	Laminating pouch short 100 x 150mm (250 MIC)	pack	2			
35	Laminating pouch A4 100 x 150mm (250 MIC)	pack	2			
36	Tape, Packaging, 48mm	roll	5			
37	Tape, duct-tape,48mm	roll	5			
38	Double Sided Tape, 3/4" x 10	roll	5			
39	Correction Tape, 8 meters	piece	4			
40	PAPER, Multicopy A4, 500 sheets per ream (80gsm)	ream	10			
41	PAPER, Multicopy Legal, 500 sheets per ream (80gsm)	ream	6	₱24,170.00		
42	PAPER, Multicopy A4, 500 sheets per ream (70gsm)	ream	10			
43	PAPER, Multicopy Legal, 500 sheets per ream (70gsm)	ream	5			
44	Vellum Paper Short	ream	3			
45	Vellum Paper A4	ream	3			
46	Photo Paper (glossy)	pack	4			
47	Ink, Epson L3210, Black	bottle	2			

Item No.	Description and Specification	Unit	Quantity	Total ABC	Unit Price	Total Price
48	Konica Monilta A0V306F Black High Yield laser toner cartridge magicolor 1600W, 16550EN, 1680MF, 1690MF	piece	1			
49	Toilet Paper, 2 ply 100% recycled Humidifier 4.5L Anti-bac UV Disinfectatant	piece	16			
50	Smart Humudity Monitor Techroom Office Home	piece	1			
51	ALCOHOL, ethyl 68%-70%, Scented, 500ml	bottle	2			
	EMED			₱20,390.00		
	Alcohol or Acetone Based Antiseptics					
52	Alcohol, Ethyl, 500ml	bottle	21			
	Cleaning Equipment and Supplies					
53	Air Freshener. Aerosol Type, 150g	can	3			
54	BROOM, soft (walis tambo)	piece	2			
55	Cleaner, Toilet Bowl and Urinal, 900ml	bottle	2			
56	Cleanser, Scouring Powder, 350g	pack	2			
57	Detergent Powder, all Purpose 1kg	pack	4			
58	Liquid Hand Soap, 500ml	bottle	3			
59	Trashbag, Black, 37"x"40, XL, 10 pieces per roll or pack	pack/roll	5			
	Paper Materials and Products					
60	Paper, Multi-purpose (COPY) A4 80gsm	ream	40			
61	Paper, Multi-purpose (COPY) LEGAL 80gsm	ream	10			
62	Paper Clip, Vinyl Plactic/Coated, 32mm	box	1			
63	Paper Clip, Vinyl Plactic/Coated, Jumbo, 32mm	box	1			
	EPRPD			₱ 106,045.85		
	Supply and Delivery of Office Supplies (EPRPD)					
64	Battery, Rechargeable AA (4 pieces per pack)	piece	1			
65	Certificate Holder, A4 size, Navy Blue color	piece	15			
66	EXTENSION CORD SET - 4 Sockets - safe for general use - flame retardant - universal socket - 5 meters cord length	piece	2			
67	Folder, L type, Plastic, Legal size, 50 pieces per pack (Blue, Black, Yellow or Green only)	pack	2			
68	Folder, Divider/separator 8.5 x 13 size, 5 pieces per set	set	15			
69	Index Card, 5"x8", 50s/pack	pack	2			
70	Ink for Refillable Sign Pen, Dong-A My Gel, 0.7 mm (12 pieces per box)	box	2			
71	Maintenance Box, for EPSON Printer	set	1			
72	PAPER, Multicopy (A4 size) 80gsm, size: 210mm x 297mm	ream	17			
73	RING BINDER, Plastic 25mm	bundle	3			
74	RING BINDER, Plastic 50mm	bundle	2			
75	RING BINDER, Plastic 20mm (1 bundle = 21 Rings)	bundle	3			
	Supply and Delivery of Office Supplies (DMD North)					
76	Air Freshener, Aerosol Type, 150g	can	3			
77	ALCOHOL, Ethyl, 1 Gallon	gallon	2			
78	Sign Pen, Black, Liquid or Gel	piece	10			
79	BATTERY, Dry cell, size AA, Two (2) pieces per blister pack	pack	8			
80	BATTERY, Dry cell, size AAA, Two (2) pieces per blister pack	pack	8			
81	BLADE, for general purpose cutter/utility knife, 10 pieces per tube	tube	2			
82	Cleaner, Toilet Bowl and Urinal, 900ml-1000ml	piece	5			
83	Cleanser, Scouring Powder, 350g	pack	12			
84	Data File Box	piece	4			
85	Disinfectant Spray, Aerosol Type, 400g	can	6			
86	Electric Fan, Stand Type, Plastic Blade	unit	1			
87	Face Mask, N95	piece	75			
88	Furniture Cleaner, Aerosol Type, 300mL per can	can	3			
89	Light-Emitting Diode (LED), Light Bulb, 6 watts	piece	5			
90	Marker, Whiteboard, Black	piece	5			
91	Note Pad, Stick on, 2"x3" 100 sheets per pad	pad	5			
92	Note Pad, Stick on, 3"x4" 100 sheets per pad	pad	5			
93	Note Pad, stick on, 76mm x 76mm ("3x"3), 100 sheets per pad	pad	5			
94	Paper Clip,Vinyl/Plastic Coated, 32mm	box	9			

Item No.	Description and Specification	Unit	Quantity	Total ABC	Unit Price	Total Price
95	Paper Clip, Vinyl/Plastic Coated, Jumbo 50mm	box	6			
96	Record Book, 500 pages	piece	5			
97	Staple Wire, Standard	box	2			
98	Stapler, Standard Type	box	1			
100	Tape, Packaging, 48mm	roll	4			
101	Tape, Transparent, 24mm	roll	8			
102	Tape Dispenser, Table top for 24mm width tape	piece	1			
103	Toilet Tissue Paper, 2 ply, 12 rolls in a pack	pack	8			
104	Trashbag, Black, 37"x"40, XL, 10 pieces per roll or pack	roll/pack	9			
	Supply and Delivery of Office Supplies (DMD South)					
105	A3 Bond Paper 80gsm	ream	4			
106	Maintenance Box, for EPSON Printer 6290	unit	2			
107	Maintenance Box, for EPSON Printer 6170	unit	1			
108	Cartridge for HP 7740 (952XL) set of Cyan, Magenta, Yellow and Black	set	2			
	Supply and Delivery of Office Supplies (DMD Calamian)					
109	Permanent Refillable Marker Broad (Blue)	piece	3			
110	Permanent Refillable Marker Broad (Black)	piece	3			
111	Permanent Refillable Marker Broad (Green)	piece	3			
112	Permanent Refillable Marker Broad (Red)	piece	3			
113	Permanent Refillable Marker Fine (Blue)	piece	3			
114	Permanent Refillable Marker Fine (Black)	piece	3			
115	Permanent Refillable Marker Fine (Green)	piece	3			
116	Permanent Refillable Marker Fine (Red)	piece	3			
117	Permanent Marker Ink Refill (Blue)	bottle	1			
118	Permanent Marker Ink Refill (Black)	bottle	1			
119	Permanent Marker Ink Refill (Green)	bottle	1			
120	Permanent Marker Ink Refill (Red)	bottle	1			
121	HP Ink Cartridge HP955XL Cartridge Black	piece	2			
122	HP Ink Cartridge HP955XL Cartridge Magenta	piece	2			
123	HP Ink Cartridge HP955XL Cartridge Yellow	piece	3			
124	HP Ink Cartridge HP955XL Cartridge Cyan	piece	2			
125	Arch File/Data Folder Taglia lock	piece	12			
126	Pushpins (Yellow color)	box	4			
127	Notebook, Stenographer	piece	8			
128	File Tab/Index Divider, Bristol board, legal set	set	12			
129	Folder with Tab, legal, 100 pieces per pack	set	1			
130	Tape, Transparent, 24mm	roll	4			
	DMD NORTH					
131	Note Pad, stick on, 76mm x 76mm ("3x"3), 100 sheets per pad	pad	1			
132	Double Sided Tape, 3/4" x 10	roll	2	₱9,895.00		
133	Paper, Multicopy A4, 500 sheets per ream (80gsm)	ream	21			
134	Paper, Multicopy Legal, 500 sheets per ream (70gsm)	ream	10			
135	Disinfectant, Aerosol Type 600ml	can	3			
	EZMED (WMF)					
136	123 Lithium Batteries 3V CR123A Lithium Photo Batteries (set of 2)	set	35			
137	Special Rechargeable Lithium CR123A Battery with Charger + 2 pcs Battery	set	35			
138	Ink Cartridge (HP 965), HP OfficeJet Pro 9020 Black	Cartridge	5			
139	Ink Cartridge (HP 965), HP OfficeJet Pro 9020 Cyan	Cartridge	5			
140	Ink Cartridge (HP 965), HP OfficeJet Pro 9020 Magenta	Cartridge	5			
141	Ink Cartridge (HP 965), HP OfficeJet Pro 9020 Yellow	Cartridge	5			
142	Ink Cartridge, HP L0S51AA (HP955),Cyan	Cartridge	5	₱216,000.00		
143	Ink Cartridge, HP L0S54AA (HP955), Magenta	Cartridge	5			
144	Ink Cartridge, HP L0S60AA (HP955), Black	Cartridge	5			
145	Ink Cartridge, HP L0S57AA (HP955), Yellow	Cartridge	5			
146	Ink Cartridge, Brother MFC-L3770CDW, Cyan	Cartridge	5			
147	Ink Cartridge, Brother MFC-L3770CDW, Black	Cartridge	5			
148	Ink Cartridge, Brother MFC-L3770CDW, Magenta	Cartridge	5			
149	Ink Cartridge, Brother MFC-L3770CDW, Yellow	Cartridge	5			
150	Original Ink Bottle set (Black, Cyan, Yellow, Magenta) (D60 108.0ml & BT 5000 48.8 -ml) for Brother BT-D60 & BT5000	Cartridge	5			
	EZMED (REG)					

Item No.	Description and Specification	Unit	Quantity	Total ABC	Unit Price	Total Price
151	Folder, White Long (100pcs/box)	box	3			
152	Paper, Multi-purpose A4, 80gsm	ream	54			
153	Paper, Multi-purpose Legal, 80gsm	ream	60			
154	Paper Clip, Vinyl/Plastic Coated, 32mm	box	1			
155	Paper Clip, Vinyl/Plastic Coated, Jumbo 50mm	box	2			
156	Record Book, 300 pages	book	10			
157	Ink Cart, for HP, OfficejetPro 7740, 955XL, Cyan	Cartridge	2	₱77,940.00		
158	Ink Cart, for HP, OfficejetPro 7740, 955XL, Yellow	Cartridge	2			
159	Ink Cart, for HP, OfficejetPro 7740, 955XL, Magenta	Cartridge	2			
160	Ink Cart, for HP, OfficejetPro 7740, 955XL, Black	Cartridge	2			
161	Ink Cart, for HP, OfficejetPro 9020, 962XL High Yield, Cyan	Cartridge	2			
162	Ink Cart, for HP, OfficejetPro 9020, 962XL High Yield, Black	Cartridge	2			
163	Ink Cart, for HP, OfficejetPro 9020, 962XL High Yield, Yellow	Cartridge	2			
164	Ink Cart, for HP, OfficejetPro 9020, 962XL High Yield, Magenta	Cartridge	2			
	TOTAL ABC			₱527,027.85		
	-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: _____