



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. 24-02-0031**

Project Title: **Representation Expenses**

**(Catering Service - No Venue for Mental Health Seminars)**

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

Approved Budget for the Contract: **Php 24,000.00**

Delivery Period: **As Scheduled or needed (Until 29 March 2024)**

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](mailto:bacpcsd@gmail.com) on or before **March 12, 2024; 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



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### PRICE QUOTATION FORM

Project Title:	<b>Representation Expenses</b> <b>(Catering Service - No venue for Mental Health Seminars)</b>	Date:	
		PQF No.:	<b>24-02-0031</b>

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
1	Catering Service - No venue (Mental Health Seminar) AM Snacks only  <b>Additional Specifications:</b> - menu should be provided 2 days in advance - All snacks shall be served with one round of drink/s (water or juice) - No single - use plastic or styrofoam, if applicable. - Place of Delivery: PCSD Building, Sports Complex Road, Barangay Santa Monica, Puerto Princesa City, Palawan. - Delivery Term: as scheduled or needed; Until 29 March 2024  <b>Preferably with Green Specifications listed below:</b> • The service supplier shall eliminate the use of non-essential disposable products like plastic bags, single-use utensils, etc. When disposable products are used, the supplier shall use recycled materials where possible. • The service supplier shall provide a vegetarian offer.	pax	120		
	-nothing follows-				
<b>TOTAL AMOUNT</b>					

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