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.**24-01-0014**
Project Title: **Representation Expenses (catering Service without venue - Snacks); and Representation Expenses (Catering Service without venue - Lunch)**
Mode of Procurement: **Negotiated Procurement - Small Value Procurement**
Approved Budget for the Contract: **Php 405,000.00**
Delivery Period: **Until 29 December 2024 (as scheduled needed)**
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 (if applicable) (Original or 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 on or before **April 15, 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

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: | **Representation Expenses (Catering Service without venue - Snacks); and Representation Expenses (Catering Service without venue - Lunch)** | Date: | |
|---|---|---|---|
| | | PQF No.: | **24-01-0014** |

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 without venue (Snacks)**<br>*Specifications:*<br>*- Plated or Packed Snacks (As requested)*<br>*- Snack inclusion: 1 canned soda or fruit juice; 1 pasta/noodles; and 1 bread/sandwich;*<br>*- Availability of table napkins/tissue paper;*<br>*- The caterer shall provide at least 2 standby staff to serve the snacks and assist the guest;*<br>*- Five (5) days in advance (menu provided)*<br>*- No single-use plastic or styrofoam, if applicable; and*<br>*- All meals/Snacks shall be delivered within Puerto Princesa City. If the venue is outside the city proper, the packed meals/snacks shall be delivered in PCSDS Office.*<br>*Delivery Terms:*<br>*- Delivery Period: March 2024 to December 29, 2024*<br>*- Delivery Schedule: as scheduled by the End-user/as needed*<br>*- Quantity: Minimum of 40 pax per meeting/activity* | **pax** | 825 | | |
| 2 | **Catering Service without venue (Lunch)**<br>*Specifications:*<br>*- Buffet lunch or dinner (As requested)*<br>*- Buffet lunch/dinner unclusion: Rice, Soup, Vegetable; 3 entrée (Seafood, Chicken, Pork/Beef); Dessert; drinks*<br>*- Availability of table napkins/tissue paper;*<br>*- The caterer shall provide at least 2 standby staff to serve the snacks and assist the guest;*<br>*- with flowing coffee*<br>*- - Five (5) days in advance (menu provided)*<br>*- No single-use plastic or styrofoam, if applicable; and*<br>*- All meals/Snacks shall be delivered within Puerto Princesa City. If the venue is outside the city proper, the packed meals/snacks shall be delivered in PCSDS Office.*<br>*Delivery Terms:*<br>*- Delivery Period: March 2024 to December 29, 2024*<br>*- Delivery Schedule: as scheduled by the End-user/as needed*<br>*- Quantity: Minimum of 40 pax per meeting/activity* | **pax** | 500 | | |

**Additional Specifications:**
(1) Items/Services to be delivered in compliance with the Green Technical Specifications prescribed by the Government Procurement Policy Board (GPPB) shall be preferred (as applicable). Please see list of Green Technical Specifications at https://www.gppb.gov.ph/green-public-procurement/

*-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: _____