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.**24-02-0020**
Project Title: **Printing and Publication Expenses (Various Printing and Other Services)**
Mode of Procurement: **Negotiated Procurement - Small Value Procurement**
Approved Budget for the Contract: **Php 146,000.00**
Delivery Period: **Until 15 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 16, 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

PRICE QUOTATION FORM

Project Title:	**PRINTING AND PUBLICATION EXPENSES (Various Printing and Other Services)**	Date:	
		PQF No.:	**24-02-0020**

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
	AFD(Reg)				
	Sintra Board Printing				
1	Sinta Board 4x8	piece	2		
2	Sintra Mangnetic Board	piece	2		
	Self Inking Rubber Stamp				
3	Small-Name & Designation	piece	20		
4	**Small-Others** -Cancelled,, absent, copy on file, etc.	piece	10		
5	**Medium** -Certified with date: Received by:	piece	6		
6	**Large** - Received/ release (with logo, date and received)	piece	6		
	Other Printed Materials				
7	Lanyard ID Lace	piece	100		
8	**Vehicle Temporary Plate Number** -Included 2019 LTO Plate number with case- procurement law (Conduction Number)	piece	12		
	Delivery Term: *as needed or scheduled (until 15 December 2024)* **Delivery Location:** *PCSD Building, Sport Complex Road Barangay Santa Monica, Puerto Princesa City, Palawan*				
	EEED (Reg)				
	printing/tarpaulin (1. Palawan BR 2. Wildlife Species Related)				
1	Palawan BR	piece	6		
2	Wildlife Species related with standy (roll up) Specifications : 1. Palawan BR- tarpaulin 4x8 or 4ft for 5 strategic location (Coron, El Nido, PPC Airport, (main gate), PPUR & Quezon) 2. Wildlife Species related- 8 standy tarpaulin 33x77 inches with 8pcs roll up (large) 33x77 inches	piece	8		
	Place of Delivery: *PCSDS Bldg. Sport Complex Road, Brgy. Sta. Monica , Puerto Princesa City, Palawan* **Delivery Term:** *until December 15, 2024*				
	EZMED (Reg)				
1	Tarpaulin Printing (4x10ft)	piece	13		
2	Tarpaulin Printing (3x8ft)	piece	15		

3	Acrylic Plaque Material: Clear Acrylic; Thickness: atleast 5.5mm thick; Mounting: Table top base, Standee; Shape: Rectangular or any design, Portrait; Size: atleast 9 inches to 12 inches	piece	10		
4	Vinyl Sticker	piece	20		
	Delivery Period: *until December 15, 2024* **Delivery Term:** *as needed shall be delivered in Puerto Princesa City PCSD Bldg.,Sta. Monica, Puerto Princesa City*				
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. 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: _____