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. The details of the project are as follows:

Purchase Request No.	: **25-01-0009**
Name of Project	: **Representation Expenses (Catering Services for IEC Activities March – June; IEC Activities July – December; Conduct of Exhibit Activities; Conduct of Communication Planning Workshop and WomEnvironment)**
Mode of Procurement	: **Negotiated Procurement – Small Value Procurement (NP-SVP)**
Approved Budget for the Contract (ABC)	: **Two Hundred Ten Thousand Seven Hundred Ten Pesos (Php 210,710.00) – inclusive of tax**
Delivery Location	: **within Puerto Princesa City, Palawan**
Delivery Date/Period	: **as scheduled or needed until December 15, 2025**
Specifications	: **Please see the attached Price Quotation Form (PQF)** ***(Annex "A")***

B. Interested suppliers are required to submit the following Eligibility Documents during submission of offer/quotation:

B.1. Certified true copy of **Mayor's Permit (MP) /Business Permit (BP)** *(valid and current, in case of expired MP/BP, please submit a copy of the recently expired MP/BP and a copy of the Official receipt as proof of renewal);*
B.2. **PhilGEPS Registration Number** *(Valid and updated PhilGEPS Platinum Certificate of Membership may be submitted in lieu of Mayor's Permit and PhilGEPS Registration Number);*
B.3. Original, duly signed, and notarized **Omnibus Sworn Statement (OSS)** *(For ABCs above Php 50,000.00);*
B.4. Original, duly signed, and notarized **Secretary's Certificate** in case of a corporation, partnership, or cooperative *(please attach applicable Board Resolution, DTI/SEC Registration, General Information Sheet, or Articles of Incorporation);* **OR**
Original Special Power of Attorney (SPA) of all members of the joint venture giving power and authority to their representative to sign the OSS and do acts to represent as Bidder;
B.5. **Latest Income/Business Tax Return** *(For ABCs above Php 500,000.00);*
B.6. **Duly accomplished and signed PQF** *(Annex "A")*

C. All documents must be submitted at PCSD Building, Sports Complex Road, Barangay Sta. Monica, Puerto Princesa City, Palawan, or email at bacpcsd@gmail.com on or before **18 February 2025; 2:00** 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 signed or initialed by the bidder or his/her duly authorized representative/s;
- Award of contract shall be made to the lowest quotation, which complies with the specification/terms and conditions stated in the PQF;
- Partial Bids are not allowed.

D. For inquiries, you may contact us at (048) 434-4235 or email at bacpcsd@gmail.com .

Very truly yours,

ATTY. MICHELLE ANDREA AUGUST F. SABUYA
Head, BAC Secretariat / Supervising Admin Officer
Admin and Finance Division (AFD)

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 Services for IEC Activities March – June; IEC Activities July – December; Conduct of Exhibit Activities; Conduct of Communication Planning Workshop and WomEnvironment)**	Date:	
		PQF No.:	**25-01-0009**

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	
1	**CATERING SERVICES (SNACKS AND LUNCH) WITHOUT VENUE** IEC activities-Audience- General Public - 2 activities -1 day/activity (AM/PM snacks & lunch)-March - June	**pax**	**59**		
2	**CATERING SERVICES (SNACKS AND LUNCH) WITHOUT VENUE** IEC activities-Audience- General Public - 5 activities -1 day/activity (AM/PM snacks & lunch)-July to December	**pax**	**150**		
3	**CATERING SERVICES (SNACKS AND LUNCH) WITHOUT VENUE** Conduct of exhibit activities (as part of environmental celebrations and sustainable development-related programs/projects) (EXHIBITS- interactive and/or traveling exhibits)-3 activities -1 day/activity (AM/PM Snacks & lunch)	**pax**	**16**		
4	**CATERING SERVICES (SNACKS AND LUNCH) WITHOUT VENUE** Conduct of communication planning workshop organized and/or conducted (GAD activity) - 2 days activity -AM/PM and luncch	**pax**	**32**		
5	**CATERING SERVICES (SNACKS ONLY) WITHOUT VENUE** WomEnvironment (GAD Activity)-1 day (AM/PM Snacks)	**pax**	**127**		
	Additional specifications: • two (2) days in advance (menu provided) • All meals/snacks shall be served with one round of drink/s (water or juice) • Lunch shall include atleast 3 viands (1 meat,1 fish and 1 vegetables) and rice • 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 Bldg., Sports complex Road, Bgy. Sta. Monica, Puerto Princesa City **Delivery Term:** As needed and on before (until 15 December 2025)				

nothing follows

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 Specifications at htttps://www.gppb.gov.ph/green-public-procurement/*

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: