



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. : **25-05-0029**
Name of Project : **Other Supplies and Materials Expenses (Jacket and Bucket Hat)**
Mode of Procurement : **Negotiated Procurement – Small Value Procurement (NP-SVP)**
Approved Budget for the Contract (ABC) : **Fifty-Eight Thousand, Seven Hundred Eighty Pesos (Php 58,780.00) – inclusive of tax**
Delivery Location : **PCSD Building, Sports Complex Road, Brgy. Sta. Monica, Puerto Princesa City, Palawan**
Delivery Date/Period : **Within 30 Calendar Days from receipt of Notice to Proceed (NTP)**
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:

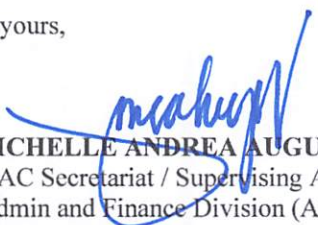
- B.1. Certified true copy of **Mayor’s Permit (MP) /Business Permit (BP)** (*valid and current, in case of expired MP/BP, please submit a copy of the recently expired MP/BP and a copy of the Official receipt as proof of renewal*);
- B.2. **PhilGEPS Registration Number** (*Valid and updated PhilGEPS 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 **June 16, 2025; 10:00 AM** 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 (048) 433-1131 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)



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:	Other Supplies and Materials Expenses (Jacket and Bucket Hat)	Date:	
		PQF No.:	25-05-0029

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 Cost
	EPRPD_Php 7,000.00				
1	JACKET , for EPRPD Activities - Plain street style, unisex, no hood, zipper jacket, korean style, cotton thick quality, dark gray color - with PCSD logo patch - sizes: Small (2 pieces), Medium (6 pieces), Large (4 pieces), XL (1 piece), XXL (1 piece)	piece	14		
	DMD-NORTH_Php 34,980.00				
2	Windbreaker Jacket without hood (Water Repellant, Windproof material - with 1 color embroidery PCSDS Logo 3x3in)	piece	22		
3	Black Bucket Hat with PCSDS Logo 1-color embroidery	piece	22		
	DMD-CALAMIAN_Php 16,800.00				
4	Customized T-shirts S=8 M=8 L=3 XL=3 2XL=2	piece	24		
	Delivery Term : Within 30 Calendar Days from receipt of Notice to Proceed (NTP) Delivery Location : PCSD Building, Sports Complex Road, Sta. Monica, Puerto Princesa City, Palawan				

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 <https://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: _____