



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. : **25-05-0030**
 Name of Project : **Other Supplies and Materials Expenses (Various Equipment and Appliances)**
 Mode of Procurement : **Negotiated Procurement – Small Value Procurement (NP-SVP)**
 Approved Budget for the Contract (ABC) : **Eighteen Thousand, Two Hundred Pesos (Php 18,200.00) – 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 bacpscd@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 bacpscd@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

Annex "A"

PRICE QUOTATION FORM

Project Title:	Other Supplies and Materials Expenses (Various Equipment and Appliances)	Date:	
		PQF No.:	25-05-0030

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
	EEED_Php 6,500.00				
1	Electric Industrial Tripod Fan - 24" Tripod Type industrial fan - 200 watts power - 3 fan speed control with oscillation - 215m ³ per minute air volume - with built-in thermal fuse - adjustable height up to 176cm Additional requirements: Place of Delivery: PCSD Building, Sports complex Road, Bgy. Sta. Monica, Puerto Princesa City, Palawan Delivery Term: Within 30 Calendar Days from receipt of Notice to Proceed (NTP)	piece	1		
	EMED_Php 6,000.00				
2	Heavy Duty Electric Fan - 18" Stand Fan - 3-Speed settings - Net Dimensions (WxHxD): 480 x 490 x 1280 x mm Additional requirements: Place of Delivery: PCSD Building, Sports complex Road, Bgy. Sta. Monica, Puerto Princesa City, Palawan Delivery Term: Within 30 Calendar Days from receipt of Notice to Proceed (NTP)	piece	2		
	EPRPD_Php 2,500.00				
3	OVEN TOASTER - 30 minutes timer with stay-ON Feature - Cool-touch Handle - Pull-down Crumb Tray with Lock Feature - Variable Temperature Control - Light Indicator - 1500 watts power - infrared Dual Heater - Cooks food from inside out - Keeps food juicer and tender - 1000 watts power - Net Dimensions (WxHxD): 335 x 280 x 203 mm - Gross Dimensions (WxHxD): 370 x 345 x 230 mm	unit	1		

	DMD-CALAMIAN_Php 3,200.00				
4	CEILING FAN Additional requirements : Place of Delivery : PCSD Building, Sports complex Road, Bgy. Sta. Monica, Puerto Princesa City, Palawan Delivery Term: Within 30 Calendar Days from receipt of Notice to Proceed (NTP)	piece	1		
<i>nothing follows</i>					
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:					
<i>Notice: Please complete Required Details Above (green boxes)</i>					
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.					
					<i>(Please provide complete information below)</i>
Signature over Printed Name :					_____
Designation/Position :					_____
Name of Company :					_____
Business Address :					_____
Contact Number:					_____
E-mail Address:					_____
Company TIN:					_____