



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. : **25-05-0020**
Name of Project : **Other supplies and Materials Expenses (Various Office Equipment)**
Mode of Procurement : **Negotiated Procurement – Small Value Procurement (NP-SVP)**
Approved Budget for the Contract (ABC) : **Two Hundred Thirty-Five Thousand, Six Hundred Pesos (Php 235,600.00) – inclusive of tax**
Delivery Location : **PCSD Building, Sports Complex Road, Sta. Monica Heights, Puerto Princesa City, Palawan**
Delivery Date/Period : **Within 60 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:

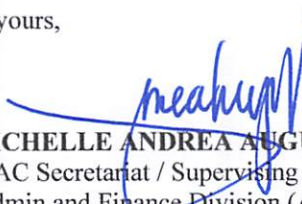
- B.1. Certified true copy of **Mayor's Permit (MP) /Business Permit (BP)** (*valid and current, in case of expired MP/BP, please submit a copy of the recently expired MP/BP and a copy of the Official receipt as proof of renewal*);
- B.2. **PhilGEPS Registration Number** (*Valid and updated PhilGEPS 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 bapecsd@gmail.com on or before **July 14, 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 bapecsd@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
(REPUBLIC ACT NO. 7611)
PALAWAN COUNCIL FOR SUSTAINABLE DEVELOPMENT STAFF
KAWANIHAN NG SANGGUNIANG PALAWAN PARA SA PATULOY NA PAG-UNLAD



PRICE QUOTATION FORM

Project Title:	Other Supplies and Materials Expenses (Various Office Equipment)	Date:	
		PQF No.:	25-05-0020

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 Cost
OED (Php 25,600.00)					
1	Executive Chair, swivel, reclining, leather & footrest - 360° swivel - Adjustable / reclined 90° - 155° - Adjustable Seat Height - Thickened Latex Seat Cushion - High Density Backrest Cushion - with Foot Rest & back Massager - with Cushion Armrest	piece	1		
2	Visitor's Chair, leather, latex cushion - Thickened Latex Seat Cushion - Leather Upholstered Backrest - with Armrest - Bold Bow Steel Frame - Stationary Chair	piece	2		
3	Swivel Chair - 360° swivel - with Armrest - Thickened Latex Seat Cushion - Double layer Mesh Backrest	piece	2		
4	Steel Filing Cabinet - 3 Layer with lock - 1,030mm x 620mm x 460mm - Color: Beige	piece	1		
				<i>sub-total</i>	
EEED (Php 120,000.00)					
5	Conference Table 6 Seater PSDTI Dimension: W200xD120xH75.5 cm Board: 25mm Water Resistant Strong Laminated Board Base: Made with heavy-duty mild steel Paint: Mild Steel part protected with powder coating haet paint Metal Thickness: 1.2 mm thick, 1/2", MS box Accessories: 2 holes for grommet (see attached design)	unit	8		
				<i>sub-total</i>	
EMED (Php 90,000.00)					
6	4-Layer Lateral Steel Filing Cabinet Material/s Used: Ga24 Metal Sheet, Heavy Duty Ball Bearing Rollers, Powercoated Painting Finish Dimension (WxDxH):463x620x757	piece	2		
7	4-Layer Vertical Steel Filing Cabinet Material/s Used: Ga24 Metal Sheet, Heavy Duty Ball Bearing Rollers, Powercoated Painting Finish Dimension (WxDxH): 462x620x757	piece	2		

8	Clerical Chairs "Feature: Movable Armrest Material: Mesh Color: Black with headrest Dimension: L23" x W20" x H37.25" - 42" 	piece	3		
				sub-total	
<i>Delivery Term: within 60 Calendar Days from receipt of Notice to Proceed (NTP)</i> <i>Delivery Location: PCSD Building, Sports Complex Road, Sta. Monica Heights, Puerto Princesa City, Palawan</i>					
<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:					_____

2nd order

Material	Weight (kg)	Volume (m³)	Cost (€)
Aluminum	1.2	0.001	120
Steel	0.8	0.001	80
Wood	0.5	0.001	50
Plastic	0.3	0.001	30
Glass	0.2	0.001	20
Concrete	0.1	0.001	10
Brick	0.05	0.001	5
Other	0.02	0.001	2
TOTAL	3.05	0.004	307



1st option

