



REQUEST FOR QUOTATION

The Palawan Council for Sustainable Development Staff (PCSDS) invites all eligible, and PhilGEPS-registered suppliers to submit quotation for the procurement item described below under Small Value Procurement, pursuant to Section 34 of the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 12009, subject to the specifications, terms, and conditions stated herein.

Purchase Request No.	: 26-12-0015
Name of Project	: Procurement of Catering Service with venue and Accommodation for Teacher's Training
Mode of Procurement	: Small Value Procurement
Approved Budget for the Contract (ABC)	: Two Hundred Eighty-Eight Thousand Pesos (Php 288,000.00) – inclusive of tax
Mode of delivery:	: Coron, Palawan
Delivery Date/Period	: on or before December 15, 2026
Specifications	: Please see the attached Price Quotation Form (PQF) (Annex "B")
Criteria for Evaluation	: Lowest Calculated Responsive Quotation

All interested suppliers are instructed to submit a duly signed **Price Quotation Form** including the Terms and Conditions (Annex A) together with the following documents on or before **January 13, 2026 at 2:00 PM:**

- PhilGEPS Registration Number**
- Mayor's / Business Permit**
- Notarized Omnibus Sworn** and if applicable, Original Notarized **Secretary's Certificate** in case of a corporation, partnership, or cooperative; or Original **Special Power of Attorney** of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.
- Latest Income/Business Tax Return**, if applicable (*For ABCs above Php 500,000.00*);

Quotations may be submitted through electronic mail at bacpsd@gmail.com or physically at the address given below:

PROCUREMENT UNIT, ADMIN AND FINANCE DIVISION
PCSD Building, Sports Complex Road, Barangay Santa Monica,
Puerto Princesa City, Palawan, Philippines 5300
Telephone No.: (048) 433-1131

Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of email receipt indicated in the e-mail shall be considered.

The Head of the Procuring Entity (HoPE) of the PCSDS reserves the right to reject any and all quotations, declare a failure of procurement, or not award the contract in accordance with Section 70 of the IRR of RA No. 12009.

For inquiries, you may contact us at (048) 433-1131 or email at bacpsd@gmail.com.

Very truly yours,

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



Annex "A"

TERMS AND CONDITIONS:

1. Bidders shall accomplish the prescribed Price Quotation Form (Annex B) providing correct and accurate information as required.
2. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
3. Price quotation/s must be valid for a period of FORTY-FIVE (45) calendar days from the deadline of submission.
4. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the PCSDS BAC shall adopt and employ "draw lots" as the tiebreaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
7. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
8. The item/s shall be delivered according to the accepted offer of the bidder.
9. Item/s delivered shall be inspected by the PCSDS Inspection and Acceptance Team on the scheduled date and time of delivery to confirm the compliance with the technical specifications.



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:	Procurement of Catering Service with venue and Accommodation for Teacher's Training	Date:	
		PQF No.:	26-12-0015

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
1	Teacher's Training for 3 days activity-(breakfast, AM & PM snacks, Lunch & Dinner) - 40 pax/day 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 viands (1 meat, 1 fish and 1 vegetables) and rice - All meals/snacks shall be delivered within coron Venue: -teacher Training - Coron, Palawan Delivery Term: as needed on or before (Until 15 December 2026)	pax	120		

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: