



REQUEST FOR QUOTATION

Date: 11 March 2023

RFQ No.: 100-23-02-236

Name of Company: _____
Address: _____
Name of Store/Shop: _____
Address: _____
TIN: _____
PhilGEPS Registration Number: _____


The City Government of Pasig, through the Bids and Awards Committee (BAC), intends to procure **Supply and Delivery of Various Supplies and Materials for the Women's Month Celebration for the Department of Social Welfare and Development** with an Approved Budget for the Contract (ABC) of **Php 90,400.00**, in accordance with **Section 53.9** of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184. Please quote your best offer for the item in the table below.

The Project shall be awarded as One Project having several items that shall be awarded as one contract. Quotations received exceeding the total Approved Budget for the Contract shall be rejected.

Item No.	Item Description	Brand Name (PLEASE DO NOT LEAVE BLANK)	QTY	UOM	Approved Budget		Price Offer	
					Unit Cost	Total Cost	Unit cost	Total Cost
1	T-Shirts, - color purple with print (round neck t-shirt, cotton material) (assorted size) Small - 45pcs Med - 100pcs Large - 100pcs xL - 25pcs xxL - 25pcs xxxL - 5pcs		300	pcs	250.00	75,000.00		
2	Glue Gun, - 12mm		1	pcs	300.00	300.00		
3	Balloons, - (Lithium, long oval, color purple with print)		100	pcs	50.00	5,000.00		
4	Diploma holder, - size: A4		30	pc	120.00	3,600.00		
5	Assorted-Colored Paper, - size: 210mm x 297mm 250sheets of 1 ream		2	ream	200.00	400.00		
6	Parchment Paper, - size: A4, 50pcs per 1p pack		25	pack	120.00	3,000.00		
7	Ink Continuous, - Epson ink 664 1 set of 4 color (70ml) * black * yellow * cyan * magenta		2	set	1,500.00	3,000.00		

Caruncho Avenue, Brgy. San Nicolas, Pasig City, Philippines 1600



(02) 8643-1111 * (02) 8641-1111 loc 1461 *  bidsandawards@pasigcity.gov.ph *



pasigcity.gov.ph

8	Glue Stick, - 7mm x 180mm		20	pcs	5.00	100.00		
Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.			Total		90,400.00			
DELIVERY TERM: Within Seven (7) calendar days upon the receipt of Notice to Proceed.								

**Indicate the BRAND NAME and its specific MODEL to be offered or attach a BROCHURE for the offered item; items such as equipment, devices, electronics, machines, drugs, medicines, medical supplies must be branded or at the very least, manufacturer shall be indicated.*

Submit this Quotation (Accomplished and duly signed by the Owner or the respective Authorized Representative indicated in the Secretary's Certificate/Special Power of Attorney) not later than the closing date specified in the Bid Notice Abstract posted in PhilGEPs website along with the following documents:

- Mayor's/Business Permit (or a recently expired Mayor's/Business permit together with the official receipt as proof that the prospective bidder has applied for renewal within the period prescribed by the concerned local government unit subject to submission of the Mayor's Permit before the award of contract)
- PhilGEPs Registration Number
- Income Tax Returns (Annual Income Tax Return of the preceding tax year) OR Business Tax Returns (Value Added Tax or Percentage tax return covering the previous six months)¹
- Accomplished and notarized Omnibus Sworn Statement ([https://www.gppb.gov.ph/assets/forms/Omnibus%20Sworn%20Statement\(Revised\).docx](https://www.gppb.gov.ph/assets/forms/Omnibus%20Sworn%20Statement(Revised).docx))
- Proof of Authorization: Secretary's Certificate if corporation, or Special Power of Attorney, if individual.

ADDITIONAL REQUIREMENTS:

For Procurement of Drugs and Medicines:

Documents from the Food and Drug Administration (FDA):

- a. Certificate of Product Registration;
- b. Certificate of Good Manufacturing Practice;
- c. License to Operate;
- d. Batch Release Certificate (*for vaccines, toxoids and immunoglobulins only*) [to be submitted upon delivery]; and
- e. Certificate of Analysis (*for anesthesia and antibiotics*) [to be submitted upon delivery].

If the Supplier is not the Manufacturer, a certification from the Manufacturer that the supplier is an authorized distributor/dealer of the products/items.

Please submit the accomplished Quotation and required documents on or before the deadline of submission at the Bids and Awards Committee (BAC) through the Procurement Management Office (BAC Secretariat Office), 4th Floor, Pasig City Hall, San Nicolas, Pasig City.

All documents should be submitted in a sealed brown envelope addressed to the "Bids and Awards Committee, 4th Floor, Pasig City Hall", and properly marked with the Project Title as provided herein.

For any clarification, you may contact us at telephone no. (02) 8641-1111 / (02) 8643-1111 loc. 1461 or email address at bidsandawards@pasigcity.gov.ph

F: 
ATTY. PONCE MIGUEL D. LOPEZ
Officer in Charge, Procurement Management Office

¹Sections 3.2 and 3.3 of Revenue Regulation No. 3-2005.

I hereby certify that I have read and agree to this Request for Quotation and its Terms of Reference (if any). I further certify that the products to be delivered will conform to the specifications stated in the Item Description and I hereby agree to the Terms of Delivery indicated in the submitted form.



Conforme:


Signature over Printed Name

Position

Duly authorized to sign quotation/offer for and on behalf of _____
(Please indicate Company Name)



Caruncho Avenue, Brgy. San Nicolas, Pasig City, Philippines 1600

 (02) 8643-1111 * (02) 8641-1111 loc 1461 *  bidsandawards@pasigcity.gov.ph *

 pasigcity.gov.ph

TERMS OF REFERENCE

236

SOURCE OF FUNDS	General Fund
Delivery Address	GAD Compound / Bahay Kalinga ng Pasigeña (BKP)
Time of Delivery	7: 00 AM
Date of Delivery	7 calendar days
Supplies	<p>T-shirt: Small – 45 pcs Medium – 100 pcs Large – 100 pcs X-large – 25 pcs XXL – 25 pcs XXXL – 5 pcs</p> <p>Glue gun – 1 pcs Balloons – (100 pcs) Glue Sticks – 20 pcs Diploma Holder – 30 pcs Colored Paper – 2 ream Ink Epson Printer – 2 set Parchment Paper – 25 pcs</p>
Specification	<ul style="list-style-type: none"> • Delivery receipt / acknowledgement will be provided by the supplier • One contact person for the request • Payment will depend on the actual number of supplies delivered
<div style="display: flex; justify-content: center; align-items: center;"> <div style="text-align: center;">  <p>MA. TERESA O. BRIONES, RSW, MSSW City Govt. Dept. Head II, OSWD PRC Lic. No. 0008740</p> </div> <div style="margin-left: 20px;">  </div> </div>	

