



REQUEST FOR QUOTATION

Date: 17 March 2023
RFQ No.: 100-23-01-175

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 Newspaper Subscriptions for the Pamantasan ng Lungsod ng Pasig** with an Approved Budget for the Contract (ABC) of **Php 34,364.00**, 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	Newspapers, <ul style="list-style-type: none">- 9 months subscription starting April 1, 2023 to December 31, 2023- Manila Bulletin (Monday to Sunday) Php 22.00 times 274 days = Php 6,028.00- The Philippine Star (Monday to Sunday) Php 25.00 times 274 days = Php 6,850.00- Philippine Daily Inquirer (Monday to Sunday) Php 22.00 times 274 days = 6,028.00- Manila Standard (Monday to Saturday) Php 22.00 times 235 days = 5,170.00- Pilipino Star Ngayon (Monday to Sunday) Php 12.00 times 274 days = 3,288.00- The Philippine Star Digital (Monday to Sunday) Php 3,500.00- Business World-Digital (Monday to Friday) Php 3,500.00		1	lot	34,364.00	34,364.00		
Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.					Total	34,364.00		
DELIVERY TERM: Please refer to the Terms of Reference.								

**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.*

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

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

 pasigcity.gov.ph

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



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

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)

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



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TERMS OF REFERENCE

Activity Title	NEWSPAPERS SUBSCRIPTION
Date	April 1 - December 31, 2023 for print newspapers April 1 - December 31, 2023 for online newspapers
Time	Everyday deliveries at 7:00 am at the PLP entrance gate

Particulars	Estimated Number of Pax	Number of Days	Unit cost	Total Estimated Budget
Manila bulletin	April 1, 2023 – December 31, 2023 (Mon-Sun)	274 Days	22.00	6,028.00
Philippine Star	April 1, 2023 – December 31, 2023 (Mon-Sun)	274 Days	25.00	6,850.00
Philippine Daily Inquirer	April 1, 2023 – December 31, 2023 (Mon-Sun)	274 Days	22.00	6,028.00
Manila Standard	April 1, 2023 – December 31, 2023 (Mon-Fri)	235 Days	22.00	5,170.00
Pilipino Star Ngayon	April 1, 2023 – December 31, 2023 (Mon-Sun)	274 Days	12.00	3,288.00
Philippine Star - Digital	April 1, 2023 – December 31, 2023 (Mon-Sun)	274 Days		3,500.00
Business World - Digital	April 1, 2023 – December 31, 2023 (Mon-Fri)	235 Days		3,500.00
TOTAL				34,364.00

Mode of payment: Monthly

Delivery term: Everyday delivery starting April 1, 2023 at 7:00 am

Delivery place: Pamantasan ng Lungsod ng Pasig Library Entrance Gate-Alkalde Jose St. Kapasigan, Pasig City but the supplier must notify the GSO/Central Supplies 3 to 5 days ahead of time for inspection.

Prepared by:


ROWENA D. VILLANUEVA, MLIS, RL
University Librarian



PAMANTASAN NG LUNGSOD NG PASIG
ALKALDE JOSE ST. KAPASIGAN, PASIG CITY
UNIVERSITY LIBRARY



NEWSPAPERS	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	TOTAL ISSUES	AMOUNT	TOTAL AMOUNT
Manila Bulletin	30	31	30	30	31	30	31	30	31	274	22.00	6,028.00
The Philippine Star	30	31	30	30	31	30	31	30	31	274	25.00	6,850.00
Philippine Daily Inquirer	30	31	30	30	31	30	31	30	31	274	22.00	6,028.00
Manila Standard	25	27	26	26	27	26	26	26	26	235	22.00	5,170.00
Philippino star ngayon	30	31	30	30	31	30	31	30	31	274	12.00	3,288.00
The Philippine Star - Digital	April 2023- April 2024 subscription (Monday to Sunday)										3,500.00	3,500.00
Business World - Digital	April 2023- April 2024 subscription (Monday to Friday)										3,500.00	3,500.00
TOTAL											34,364.00	