



## REQUEST FOR QUOTATION

Date: 17 March 2023  
RFQ No.: 100-23-02-364

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 Customized T-Shirts for the Women's Month and GAD Gender Sensitivity Training for the Persons with Disability Affairs Office** with an Approved Budget for the Contract (ABC) of **Php 50,000.00**, 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 <small>(PLEASE DO NOT LEAVE BLANK)</small>	QTY	UOM	Approved Budget		Price Offer	
					Unit Cost	Total Cost	Unit cost	Total Cost
1	T shirts, - Round Neck Color: Violet 60% cotton and 40 % polyester with Print - Size: - Medium :45 Pcs Large: 30 Pcs XLarge : 15 Pcs XXLarge : 10 pcs		100	pcs	500.00	50,000.00		
<b>Note:</b> Other terms and conditions are stipulated in the attached Terms of Reference, if any.			<b>Total</b>		<b>50,000.00</b>			

**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.*

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)<sup>1</sup>
- 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):

- Certificate of Product Registration;
- Certificate of Good Manufacturing Practice;
- License to Operate;
- Batch Release Certificate (*for vaccines, toxoids and immunoglobulins only*) [*to be submitted upon delivery*]; and
- 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), 4<sup>th</sup> 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, 4<sup>th</sup> 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](mailto: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)

<sup>1</sup>Sections 3.2 and 3.3 of Revenue Regulation No. 3-2005.



364

**PERSONS WITH DISABILITY AFFAIRS OFFICE**

**TERMS OF REFERENCE**

**For**

**Women with Disability and Gender Sensitivity Training**

**SOURCE OF FUNDS: General Fund of City Government of Pasig**

**I. BACKGROUND**

Women with Disability Day is celebrated every last Monday of the month of March of every year. This is in reference to Presidential Proclamation No. 744 declaring as such. Gender Sensitivity Training is needed by women with disability to further understand gender equality.

**II. VENUE AND DATE OF EVENT**

TYPE OF ACTIVITY	DATE OF IMPLEMENTATION	QTY.	UNIT/ DESCRIPTION	AMOUNT
Seminar on Gender Equality and Inclusive Society	March 27, 2023	100	T-shirt with print	50,000.00

**III. SPECIFICS**

- Round Collar T-shirt with print
- Color: Violet
- Print:  
Front: **Direct to film**  
Back: **Vinyl**

**IV. DELIVERY TERM**

The delivery will be on **March 27, 2023**.

**Prepared by:**

**HELEN G. CARMONA**  
Administrative Aide I  
PDAO

**Approved by:**

**JOSE REX Q. ESPINA**  
Executive Assistant V  
OIC, PDAO

## FONT COLOR

(WOMEN & #GANDANG PASIGUEÑA)

LIGHT GREEN #81FDE1



## FONT COLOR & DESIGN COLOR

(WITH DISABILITY)

PINK #FF74CB



SAMPLE OF SHIRT  
COLOR

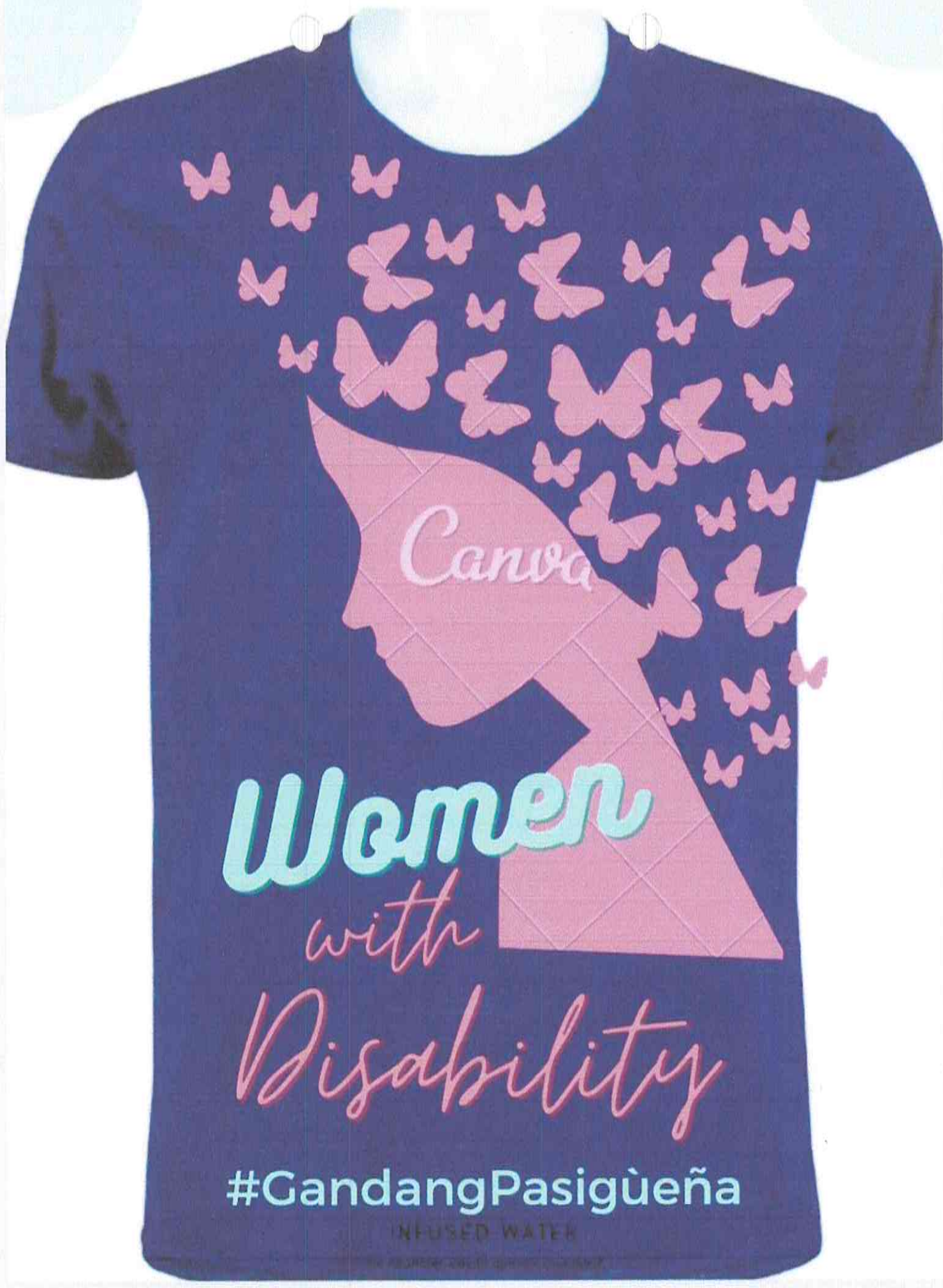


SAMPLE OF PRINT  
DIRECT TO FILM



SAMPLE OF PRINT  
VINYL





Canva

Women

with

Disability

#GandangPasigùeña

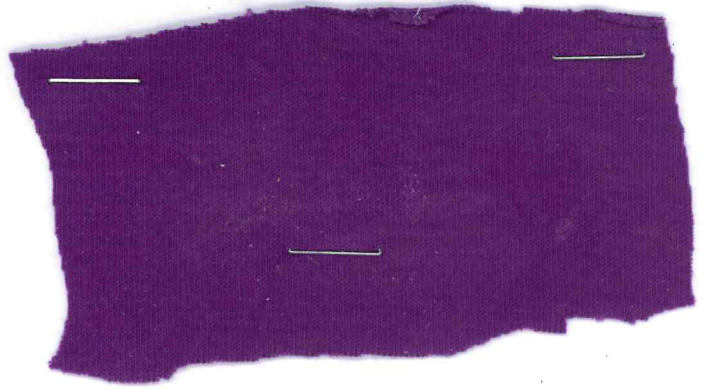
INFUSED WATER



#GENDEREQUALITY  
#InclusiveSOCIETY

#PasigPDAO

SAMPLE OF SHIRT  
COLOR



SAMPLE OF PRINT  
DIRECT TO FILM



SAMPLE OF PRINT  
VINYL

