



REQUEST FOR QUOTATION

Date: 23 March 2023

RFQ No.: 100-22-12-046

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 Janitorial Supplies for the Gender and Development with an Approved Budget for the Contract (ABC) of **Php 219,405.60**, 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
	Janitorial							
1	Air Freshener, - aerosol spray, 320ml, lemon		48	btls	263.00	12,624.00		
2	Alcohol Isopropyl, - 70%, 500ml		720	btls	105.9	76,248.00		
3	Bleach, - no scent, regular, 1L/btls		24	btls	90.00	2,160.00		
4	Bowls, - round, 11.3cm, 4.5inches bowl deep		12	pcs	60.00	720.00		
5	Bowls, - round, 14.5cm, 6inches bowl deep		5	pcs	180.00	900.00		
6	Deodorant Cake, - 100g, lemon		48	pcs	48.00	2,304.00		
7	Detergent powder, - 75g, jumbo/sachet		48	sachet	18.00	864.00		
8	Detergent bar, - 125g		48	bar	13.20	633.60		
9	Dishwashing Liquid, - lemon, 475ml		48	sachet	138.00	6,624.00		
10	Disinfectant cleaner, - 1L, lemon		24	gallon	230.00	5,520.00		
11	Door Mats, fabric, - 16"x25"		10	pcs	35.00	350.00		
12	Fabric Conditioner,		24	sachet	95.00	2,280.00		

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



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	- 33ml							
13	Facial Tissue, - 2 ply, 190 pulls		48	box	300.00	14,400.00		
14	Furniture Polish, - lemon, 330ml		48	btls	347.00	16,656.00		
15	Insecticide, - multiskilled spray, odorless, 300ml		24	btls	287.00	6,888.00		
16	kitchen thick, - cloth absorbent, 28x28cm		20	pcs	36.00	720.00		
17	Liquid hand Soap, - lemon/strawberry, 500ml		48	btls	120.00	5,760.00		
18	Paper Towel, - 4ply 300 pulls		48	pack	48.00	2,304.00		
19	Trash Bag, - polyethylene, XL, black		1000	pcs	11.45	11,450.00		
20	Rags, - round, fabric		1	bundle	60.00	60.00		
21	Plate, round, - 10inches, 4cm height, ceramic (as per sample)		24	pcs	250.00	6,000.00		
22	spoon and fork, - stainless (as per sample)		2	set	280.00	560.00		
23	Tissue Paper, - 2 ply, 12's roll/pack		150	pack	270.00	40,500.00		
24	Bleach, - Toilet cleaner, 475ml		24	btls	120.00	2,880.00		
Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.			Total		219,405.60			
DELIVERY TERM: Within Sixty (60) 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;

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

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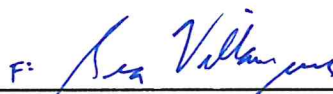
- c. License to Operate;
- d. Batch Release Certificate (for vaccines, toxoids and immunoglobulins only) [to be submitted upon delivery]; and
- e. Certificate of Analysis (for anesthesia and antibiotics) [to be submitted upon delivery].

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

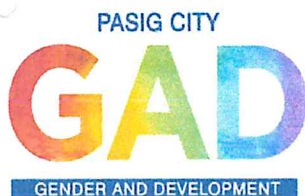
Position

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

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046
GENDER AND DEVELOPMENT OFFICE

TERMS OF REFERENCE

For

JANITORIAL SUPPLIES SERVICES FOR THE GENDER AND DEVELOPMENT OFFICE

SOURCE OF FUNDS: GAD Fund

I. BACKGROUND

This supply is used to provide the resources required to fully advocate for and mainstream GAD Program project activities.

II. TITLE and SPECIFICS

TITLE: GAD Office Operational Expenses

ITEM/S SPECIFICATION	UNIT	QUANTITY
Air Freshener, aerosol spray-320ml, lemon	bottle	48
Alcohol 70% Isopropyl, 500ml	bottle	720
Bleach, no scent, regular, 1L/btls	bottle	24
Bowl round, 11.3cm, 4.5inches bowl deep	pcs	12
Bowl round, 14.5cm, 6inches bowl deep	pcs	5
Deodorant Cake, 100g, lemon	pcs	48
Detergent Bar, 125g	bar	48
Detergent Powder, 75g, jumbo/sachet	sachet	48
Dishwashing Liquid, lemon, 475ml	sachet	48
Disinfectant cleaner, 1L, lemon	gallon	24
Door Mats, fabric, 16"x 25"	pcs	10
Fabric Conditioner, Mystique, 33ml	sachet	24
Facial Tissue - 2ply, 190 pulls	box	48
Furniture Enhancing Polish, lemon, 330ml	bottle	48
Insecticide multikiller spray, odorless, 300ml	bottle	24
kitchen thick cloth absorbent, 28x28cm	pcs	20
liquid Hand Soap, lemon/strawberry, 500ml	bottle	48
Paper towel, 4ply, 300 pulls	pack	48
Polyethylene trash bag, XI, black	pcs	1000
Rags/bundle, round, fabric	bundle	1
Round plate, ceramic, 10inches, 4.cm height, (as per sample)	pcs	24
Spoon and fork, stainless, (as per sample)	dozen	2
Tissue paper, thick, 2 ply, 12's roll /pack	pack	150
Toilet Cleaner, thick bleach, 475ml	bottle	24

III. DELIVERY AND TERM OF PAYMENT

The supplies must be delivered within 60 days, and payment must be made after the supplies have been completely delivered.


JOSE REY Q. ESPINA
Executive Asst. V/OIC GAD Office