



REQUEST FOR QUOTATION

Date: 23 March 2023

RFQ No.: 100-23-02-527

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 General Services Office** with an Approved Budget for the Contract (ABC) of **Php 167,054.00**, 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	Cuticle nipper		12	pcs	430.00	5,160.00		
2	Nail cutter, - Medium size a.		6	pcs	60.00	360.00		
3	Nail cutter, - large size		6	pcs	90.00	540.00		
4	nail file wood		12	pcs	22.5	270.00		
5	Manicure Nail Brush		12	pcs	90.00	1,080.00		
6	Cuticle remover 1		5	gals	200.00	1,000.00		
7	Acetone, - 500 ml		6	btl	142.00	852.00		
8	Black hand towel, - Medium		50	pcs	67.5	3,375.00		
9	laundry stool, - Medium		10	pcs	150.00	1,500.00		
10	hand cream, - 30 grams		50	tubes	67.00	3,350.00		
11	White Nail Polish Color, - bottles 11ml in Silky White		25	btls	150.00	3,750.00		
12	Black Nail Polish Color, - 25 bottles, 11 ml		25	bottle	82.00	2,050.00		
13	Colored nail polish, - Blue Nail polish - 25 bottles, 11ml		25	bottle	82.00	2,050.00		
14	Massage Oil Eucalyptus		5	gallons	800.00	4,000.00		

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15	Massage Oil Peppermint		2	gallons	800.00	1,600.00		
16	Bath Towels, - COLOR-WHITE SIZE-30x40cm 0.5 to 0.10		75	pcs	150.00	11,250.00		
17	Thining scissors		6	pcs	280.00	1,680.00		
18	hair scissor, - Hair Trimming Scissors		6	pcs	280.00	1,680.00		
19	hair grooming scissor		6	pcs	120.00	720.00		
20	hair cutting cape black large		10	pcs	150.00	1,500.00		
21	Hair Comb, - Wide tooth comb with tail - Plastic 8inches long and 1.5 inches wide		12	pcs	35.00	420.00		
22	Comb, - Narrow tooth comb with tail, - L.17.5 cm x W-2.5 cm Plastic.		12	pcs	75.00	900.00		
23	Hand Roll Tissue, - 2ply 80 sheet/ rolls		24	roll	15.00	360.00		
24	Facial Tissue - Kleenex, - 2ply (190 pulls)		10	pcs	150.00	1,500.00		
25	Alcohol, - 70% Ethyl		5	gallon	270.00	1,350.00		
26	Plastic Spray Bottle (empty container 500ml)		10	pcs	65.00	650.00		
27	Spray Bottle 60ml		10	pcs	45.00	450.00		
28	Talcum Powder, - 500 grams		10	bottle	250.00	2,500.00		
29	T-Shirts, - Fabric/ Cotton - Color: Black / White Round Neck with 2023 Women's Month Logo printed in front of the shirt. - Sizes: - Extra Small- 4 pcs - Small- 17 pcs - Medium- 74 pcs. - Large- 103 pcs - Extra Large- 28 pcs - Double Extra Large- 2 pcs - Triple Extra Large - 2 pcs		230	pcs	300.00	69,000.00		
30	Tote Bags, - Zippered canvass tote bag with printed 2023 women's month logo - Size W-14inches x H - 16inches		230	pcs	140.00	32,200.00		
31	Cuticle nail pusher, - 120ml		12	bottle	75.00	900.00		
32	color nail polish, - red 11ml		25	bottle	82.00	2,050.00		
33	Color nail polish, - green 11ml		1	bottle	82.00	82.00		

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34	MERTHIOLATE, - 1L		5	bottle	150.00	750.00		
35	clear nail polish, - quick dry 60ml		25	bottle	67.00	1,675.00		
36	Event tarpaulin, - X banner Tarpaulin Print Stand (2.5 ft X 6ft) 2023 women's North Logo.		6	pcs	750.00	4,500.00		
Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.			Total		167,054.00			
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. Ponce Miguel D. Lopez

ATTY. PONCE MIGUEL D. LOPEZ

Officer in Charge, Procurement Management Office

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

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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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527



FRONT



BACK

Specification: Zippered canvas tote bag

Color: white

Size: 14Wx16H



Brand: Fruit of the loom (round neck)

Color: Black or White