



REQUEST FOR QUOTATION

Date: 12 April 2023

RFQ No.: 100-23-03-450

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 Medal and Trophies for the Pasig City Museum** with an Approved Budget for the Contract (ABC) of **Php 29,000.00**, 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
Procurement of the Supply and Delivery of Medals and Trophies								
1	Trophies, - A. BatamPasig Art Contest / TROPHIES Place of Delivery: Pasig City Museum - The Trophies shall contain the following: - Body Materials: Plastic Base Material: Marble Body Color: Gold Made: Metal cup trophies Size: 23cm Quantity: 3pcs		3	pcs	3,000.00	9,000.00		
2	Medals, - A. BatamPasig Art Contest / MEDALS Place of Delivery: Pasig City Museum		7	pcs	2,000.00	14,000.00		



	<ul style="list-style-type: none"> - The Medals shall contain the following: Quantity: 7pcs - Materials: Steel Medals with gold lace Made: Round steel Body Texture: Gold Size: 3 inches long and 1.5 inches wide 						
3	Medals, <ul style="list-style-type: none"> - B. PasigHenyo / MEDALS Place of Delivery: Pasig City Museum - The medal shall contain the following: - Material: steel medal with gold lace Made: Round steel Body Texture: Gold Size: 5 inches long and 1.8 inches wide Quantity: 6pcs 		6	pcs	1,000.00	6,000.00	
Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.			Total		29,000.00		
DELIVERY TERM: Within Forty-Five (45) 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). The nature of business as stated in the Mayor's/Business Permit should at the very least be similar or related to the project to be bid.
- **PhilGEPS Registration Number**
- **Income Tax Return** - Latest Income or Business Tax Returns filed and paid through the BIR Electronic Filing and Payment System (EFPS).
In accordance with Revenue Regulation No. 3-2005, the above-mentioned tax returns shall refer to the following:
 1. Latest Income Tax Return (ITR) - For participants already with an Annual ITR, latest ITR shall refer to the ITR for the preceding Tax Year be it on a calendar or fiscal year. For new establishments which, therefore, have no annual ITR yet, it shall refer to the most recent quarter's ITR.
 2. Latest Business Tax Return - refers to the Value Added Tax (VAT) or Percentage Tax returns covering the previous six (6) months.
- 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.

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

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

 pasigcity.gov.ph

ADDITIONAL REQUIREMENTS:

For Procurement of Drugs and Medicines:

Documents from the Food and Drug Administration (FDA):

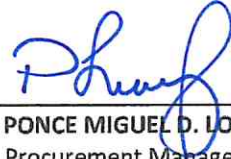
- a. Certificate of Product Registration;
- b. Certificate of Good Manufacturing Practice;
- c. License to Operate;
- d. Batch Release Certificate (*for vaccines, toxoids and immunoglobulins only*) [*to be submitted upon delivery*]; and
- e. Certificate of Analysis (*for anesthesia and antibiotics*)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

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

Procurement for the Supply and Delivery of Medal and Trophies

I. OBJECTIVE

The Pasig City Museum intend to procure Medals and Trophies as for of awards to the winners of PasigHenyo Quiz Bee and BatamPasig Art Contest .

II. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) shall be a total of TWENTYNINE THOUSAND PESOS (Php 29 , 000.00) inclusive of VAT and all others applicable government taxes .

III . PROJECT DESCRIPTION

A. BatamPasig Art Contest / TROPHIES

The Trophies shall contain the following :

Body Materials : Plastic

Base Materials : Marble

Body Color : Gold

Made : Metal Cup Trophies

Size : 23 cm

Quantity : 3 pcs

B. BATAMPASIG ART CONTEST and PASIGHENYO / MEDALS

The Medals shall contain the following :

Quantity : 13 pcs medals

Materials : Silver Medals with Gold lace

Size : 3 inches long and 1.5 inches wide

III. RESPONSIBILITIES OF THE SUPPLIER


a.The Supplier shall delivered all the materials at Pasig City Museum in good condition

b.Where the materials are rejectedas being damaged, broken or other wise falling to conform to the requirements in these term , The Supplier must replace a new one .

IV. TERMS OF PAYMENT

Payment shall be made within Forty Five (45) calendar days from receipt of the procured Materials Supply needs

Prepared by


ERNESTO F. ASPIRITU

" SILVER MEDAL WITH GOLD LACE "

BATAMPASIG ART CONTEST

7pcs (from 1st place to 7th place)

Date of delivery : October 11, 2023

H. PASIG HENYO

3pcs (from 1st place to 3rd place)

Date of delivery : July 11, 2023

B. PASIGHENYO

3pcs (from 1st place to 3rd place)

Date of delivery : December 5, 2023



BATAMPASIG ART CONTEST

Metal Cup plate / gold

3pcs (1st place to 3rd place)

Atleast ± 23 cm

Date of delivery : July 11 , 2023

