



## REQUEST FOR QUOTATION

Date: 20 April 2023  
RFQ No.: 100-23-02-683

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 Tarpaulins and Other Supplies for the Anti – Drug Abuse Council of Pasig with an Approved Budget for the Contract (ABC) of **Php 442,960.00**, 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
	<b>A to C TARPAULIN</b>							
1	Tarpaulin backdrop (7x9ft), - A. AFTER CARE Tarpaulin - Quantity - 1 pcs Size 7x9ft (12gsm) (Glossy White, Full Color)  - B. KABATAAN KONTRA DROGA LABAN KORAPSYON Tarpaulin -- Quantity - 2 pcs size 7x9ft (12gsm) (Glossy White, Full Color)  - C. IDADAIT Celebration Tarpaulin --- Quantity- 35 pcs size 7x9ft (12gsm) (Glossy White, Full Color)		38	pcs	1,260.00	47,880.00		
2	D. STRENGTHENING FAMILY RELATIONSHIP (TRAINING), - Tarpaulin ---Quantity --- 3 pcs size 7x9ft (12gsm) (Glossy White, Full Color)		3	pcs	1,260.00	3,780.00		

3	<p>E. LIVELIHOOD PROGRAM TRAINING FOR FAMILY (wives and children) of (PDL)- (TRAINING),</p> <ul style="list-style-type: none"> <li>- Tarpaulin --- Quantity - 2 pcs size 7x9ft (12gsm) (Glossy White, Full Color)</li> </ul>		2	pcs	1,260.00	2,520.00	
4	<p>Tarpaulin (7x9),</p> <ul style="list-style-type: none"> <li>- A. CAMPUS TOUR for KIDS Tarpaulin Backdrop- Qauntity-- 12 pcs Size 7x9ft (12gsm) ( Glossy White, Full Color)</li> <li>- B. BARKADA KONTRA DROGA SEMINAR for SECONDARY/ SENIOR HIGH SCHOOL Back drop --- Quantity-- 10 pcs Size 7x9ft (12gsm) (Glossy White, Full Color)</li> <li>- C. NATIONAL WORKSHOP for COLLEGE STUDENTS LEADERS on DRUGS Tarpaulin Background- Quantity-- 1 pc Size 7x9ft (12gsm) (Glossy White, Full Color) Pledge of Commitment-- Quantity --1 pc Size 7x9ft (12gsm) ( Glossy White, Full Color)</li> <li>- D. HOME OWNERS ANTI- DRUG SYMPOSIUM Tarpaulin ---Quantity -- 5 pcs size 7x9ft (12gsm) ( Glossy White, Full Color) Pledge of Commitment - Quantity-- 5 pcs size 7x9ft (12gsm) (Glossy White, Full Colo)</li> <li>- E. DRUG FREE WORKPLACE SEMINAR Tarpaulin --- Quantity -- 4 pcs size 7x9ft (12gsm) ( Glossy White, Full Color)</li> <li>- F. INTERNATIONAL DAY AGAINST DRUG ABUSE and ILLICIT TRAFFICKING (IDADAIT) Tarpaulin --- Quantity-- 5 pcs size 7x9ft (12gsm) ( Glossy White, Full Color)</li> <li>- G. CELEBATION on DRUG MONTH (DAPC WEEK) Tarpaulin Backdrop --- Quantity --- 1 pc Size 7x9ft (12gsm) (Glossy White, Full Color)</li> </ul>		44	pcs	1,260.00	55,440.00	


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5	Tarpaulin (6x5ft), - A. CONFERENCE WITH THE ANTI-DRUG ADVOCATES  Backdrop -- Quantity---1 pc Size 6x5ft (12gsm) ( Glossy White, Full Color) Pledge of Commitment -- Quantity-- 1 pc Size 6x5ft (12gsm) ( Glossy White, Full Color)		2	pcs	600.00	1,200.00		
6	B. LIVELIHOOD PROGRAM SKILLS TRAINING (Soap Making) (TRAINING), - Tarpaulin ---Quantity --- 5 pcs size 6x5ft (12gsm) (Glossy White, Full Color)		5	pcs	600.00	3,000.00		
7	C. PERSONALITY DEVELOPMENT (TRAINING), - Tarpaulin Backdrop --- Quantity-- 1pc size 6x5ft (12gsm) ( Glossy White, Full Color)		1	pcs	600.00	600		
8	Tarpaulin (6x6ft) Backdrop, - A. VALIDATION WORKSHOP on DRUG PERSONALITIES - Tarpaulin: Back drop -- Quantity ---3 pcs Size 6x6ft (12gsm) ( Glossy White, Full Color)		2	pcs	720.00	1,440.00		
9	Tarpaulin (5x7ft) Backdrop, - A. KABATAAN KONTRA DROGA LABAN sa DROGA at ANTI-TERORISMO Tarpaulin Backdrop -- Quantity - -- 1 pc Size 5x7ft (12gsm) ( Glossy White, Full Color)		1	pcs	700.00	700		
10	Tarpaulin (5x9ft) backdrop, - A. COMMUNITY SERVICE TARPULIN Backdrop ---- Quantity ---5 pcs Size 5x9ft (12gsm) ( Glossy White, Full Color) Pledge of Commitment --- Quantity--- 5pcs Size 5x9ft (12gsm) ( Glossy White, Full Color)		10	pcs	900.00	9,000.00		
11	Tarpaulin Information Campaign, - A. CELEBRATION of DRUG MONTH (DAPC WEEK) TARPULIN Information Campaign --- Quantity --5 pcs Size 6x8ft (12gsm) (Glossy White, Full Color)		5	pcs	960.00	4,800.00		
	<b>(Other Supplies)</b>							
12	Give away- Customized Lanyard, * CAMPUS TOUR for KIDS * BARKADA KONTRA DROGA * NATIONAL WORKSHOP with Print (Standard size), Round Neck 32cmX2cm ( Full Color)		2310	pcs.	100.00	231,000.00		
13	Polo shirt (with collar, light blue),		60	pcs	350.00	21,000.00		

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	- CONFERENCE with ANTI-DRUG ADVOCATES--- (Other Supplies) With Print Full Color, Breakdown Sizes: L- 45pcs, XL- 40pcs (Cotton Materials)							
14	T-shirt White,, - CELEBRATION of DRUG MONTH (DAPC WEEK)--- (Other Supplies) With Print Full Color, Large size (Cotton materials, Round Neck)		183	pcs	200.00	36,600.00		
15	Personalized Mug, - STRENGTHENING FAMILY RELATIONSHIP --- (Training) with print Full Color (standard size) (325ml Plain White/ Print, 9.5cm taas 8cm lapad)		200	pcs	120.00	24,000.00		
<b>Note:</b> Other terms and conditions are stipulated in the attached Terms of Reference, if any.			<b>Total</b>		<b>442,960.00</b>			
<b>DELIVERY TERM:</b> 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). 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.

**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;

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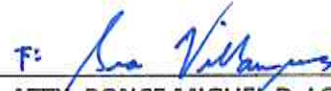
- d. Batch Release Certificate (for vaccines, toxoids and immunoglobulins only) [to be submitted upon delivery]; and
- e. Certificate of Analysis (for anesthesia and antibiotics) [to be submitted upon delivery].

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), 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.**

**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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**TERMS OF REFERENCE (TOR)**

- A. **PROCUREMENT TITLE:** Supply Provision for Tarpaulin and Other Printing Materials
- B. **PROPOSER AND IMPLEMENTING AGENCY:** PASIG City Anti-Drug Abuse Office (PCADAO)
- C. **DELIVERY SITE :** - At the Pasig City Anti-Drug Abuse Office (PCADAO) back of the Pasig City Sports Center  
Caruncho Ave, Brgy. San Nicolas
- Delivery Term: 7 Days CD

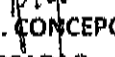
**D. REQUIREMENT/SPECIFICATION**

<b>ACTIVITY</b>	<b>ITEM DESCRIPTION</b>	<b>QUANTITY</b>	
<b>STRENGTHENING FAMILY RELATIONSHIP for 3 WEEKS: Once a week</b>	Tarpaulin 7X9ft  Personalized Mug with Print (Full color)	3 pcs  200 pcs	
<b>LIVELIHOOD TRAINING PROGRAM for Person Who Use Drugs (PDL, DRUG SURRENDERED, AFTER CARE) GAD</b>	Tarpaulin: Backdrop 7X9ft	2 pcs	2
<b>ANTI-DRUG ABUSE SEMINAR of HOME OWNER ASSOCIATION</b>	Tarpaulin 7X9ft	10 pcs	
<b>DRUG FREE WORKPLACE SEMINAR</b>	Tarpaulin 7x9ft	4 pcs	
<b>AFTER CARE PROGRAM</b>	Tarpaulin 7X9ft	3 pc	
<b>VALIDATION WORKSHOP</b>	Tarpaulin: Backdrop 6x6ft	3 pcs	
<b>LIVELIHOOD PROGRAM (Soap Making)</b>	Tarpaulin: Backdrop 6x5ft	5pcs	
<b>CONFERENCE with the ANTI-DRUG ADVOCATES</b>	Tarpaulin: Backdrop 6x5ft  Pledge f Commitment 6x5ft  Polo Shirt with Print	1pc  1pc  60 pcs	
<b>COMMUNITY SERVICE "LINISIN ang BASURA, ITAPON ang DROGA</b>	Tarpaulin 5x9ft Background  Pledge of Commitment	5 pcs  5 pcs	
<b>KABATAAN KONTRA DROGA LABAN sa KORAPSYON</b>	Tarpaulin 7x9ft	2 pcs	

INTERNATIONAL DAY AGAINST DRUG ABUSE and ILLICIT DRUG TRAFFICKING (IDADAIT)	Tarpaulin: 7x9ft IDADAIT Celebration	35 pcs	
	IDADAIT Tarpaulin	5 pcs	
KABATAAN KONTRA DROGA TERORISMO	Tarpaulin: Backdrop 5x7ft	1 pc	
PERSONALITY DEVELOPMENT	Tarpaulin Back drop 6x5ft	1 pc	
CAMPUS TOUR for KIDS " Batang may Talino sa Droga ay di Patatalo"	Tarpaulin: Back drop 7x9ft	12 pcs	
	Give Away- Customized Lanyard with Print	1,200 pcs	
BARKADA KONTRA DROGA	Tarpaulin 7x9ft	10 pcs	
	Give Away- Customized Lanyard with Print	990 pcs	
CELEBRATION of DRUG MONTH (DAPC WEEK)	Tarpaulin: Back drop 7x9ft	1 pc	
	Information Campaign 6x8ft	5 pcs	
	T-shirt white with print	183 pcs	
NATIONAL WORKSHOP for COLLEGE STUDENTS and YOUTH LEADERS	Tarpaulin: 7x9ft Steamers Background	1 pc	
	Pledge of Commitment	1 pc	
	Give Away- Customized Lanyard with Print	120 pcs	
CELEBRATION of DRUG MONTH (DAPC WEEK)	Tarpaulin: Backdrop 7X9ft	1 pc	
	Information Campaign 6X8ft	5 pcs	

The winning bidder shall provide a sample of the lanyard before production / delivery.

REQUESTED BY:

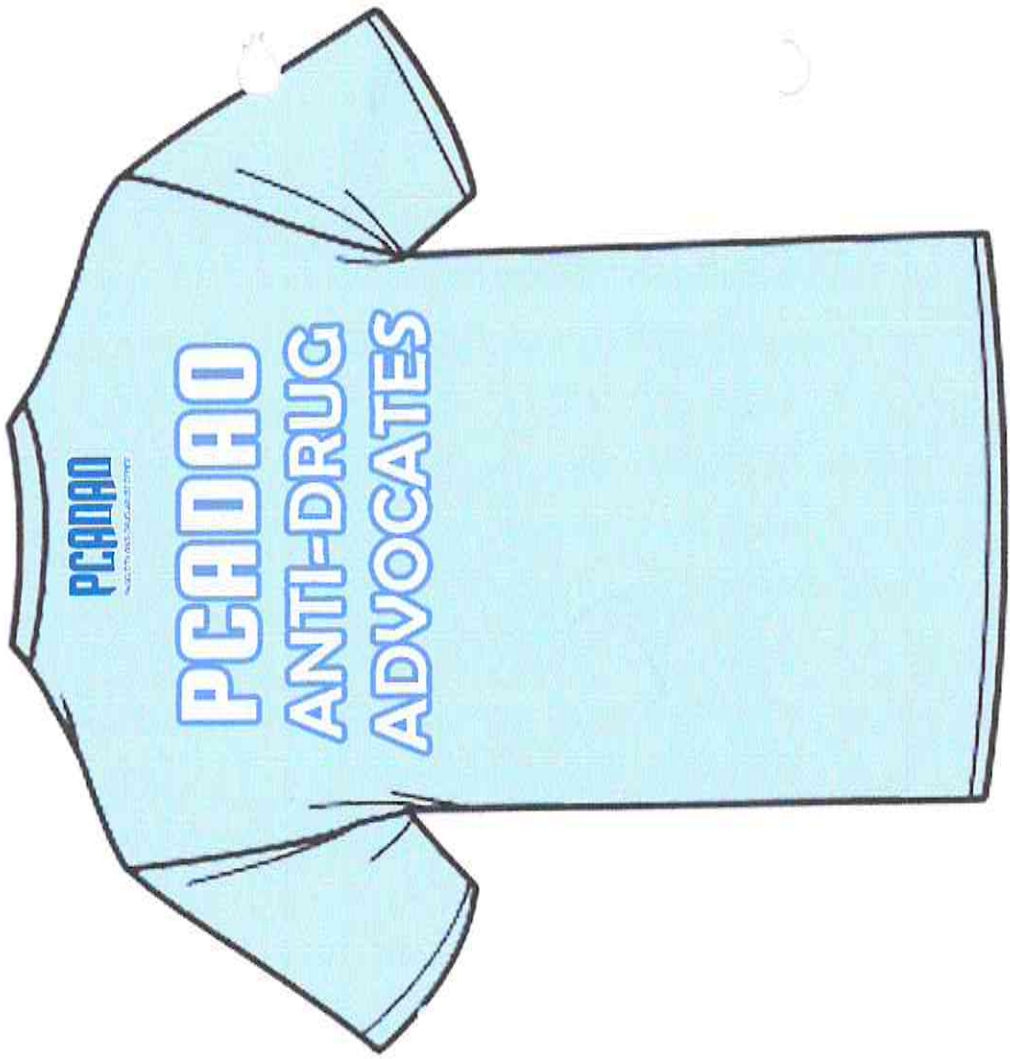
  
ZENNAIDA O. CONCEPCION  
HEAD – PCADAO



PASIG ANTI DRUG ABUSE OFFICE

PASIG ANTI DRUG ABUSE OFFICE





*Peppercorn Blue.*





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