



## REQUEST FOR QUOTATION

Date: 29 April 2023  
RFQ No.: 100-23-03-633

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 Flags and Attire for National and Local Events for the Cultural affairs and Tourism Office** with an Approved Budget for the Contract (ABC) of **Php 158,080.00**, 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 each total Cost per Item and/or 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	Philippine Flags, - 8ftx16ft. Double faced, nylon (M.E.Q)		5	pcs	3,312.00	16,560.00		
2	Philippine Flag, - (Bridges) 1ft x 2 ft.,nylon		50	pcs	220.00	11,000.00		
3	Philippine Flag, - (Lamp Post) 2ft x 4 ft.,nylon		150	pcs	320.00	48,000.00		
4	Pasig Flags, - 8ftx16ft. Double faced, nylon (M.E.Q.)		5	pcs	4,500.00	22,500.00		
5	Barangay Flags, - 3ftx6ft., nylon		30	pcs	360.00	10,800.00		
6	kkk flag, - 2ft x 4ft, nylon		1	pc	335.00	335.00		
7	k flag, - 2ft x 4ft, nylon		1	pc	335.00	335.00		
8	K-K-K triangle flag, - 2ft x 4ft, nylon (Plaza Bonifacio)		1	pc	335.00	335.00		
9	Magdalo flag, - 2ft x 4ft, nylon (Plaza Bonifacio)		1	pc	405.00	405.00		



10	Magdiwang flag, - 2ft x 4ft, nylon (Plaza Bonifacio)		1	pc	405.00	405.00		
11	Sun w/ face flag, - 2ft x 4ft, nylon (Plaza Bonifacio)		1	pc	405.00	405.00		
12	GI wire, - 16" (for flag installation)		10	kgs	190.00	1,900.00		
13	Wood Lumber 1"x2"x12", - (For flag installation)		120	pcs	250.00	30,000.00		
14	CWN, - 2" (for flag installation)		10	kgs	160.00	1,600.00		
15	Filipiniana Top, - please refer to Terms of Reference		5	pcs	1,500.00	7,500.00		
16	Polo Barong (Chinese Collar), - Please refer to Terms of Reference		4	pcs	1,500.00	6,000.00		
<b>Note:</b> Other terms and conditions are stipulated in the attached Terms of Reference, if any.			<b>Total</b>		<b>158,080.00</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;

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

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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.

The CITY GOVERNMENT OF PASIG reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

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, Jr.**  
Officer in Charge, Procurement Management Office

**I hereby certify that I have read and agree to this Request for Quotation, its Terms of Reference, and Bid Bulletin/s, if any. I further certify that the products to be delivered will conform to the specifications stated in the Item Description.**

**Conforme:**

<b>Signature over Printed Name</b>	<b>Position</b>
Duly authorized to sign quotation/offer for and on behalf of _____	
<b>(Please indicate Company Name)</b>	

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**TERMS OF REFERENCE**  
For  
**Lot 1: National Flag Month Celebration**

**I. BACKGROUND**

The City Government of Pasig will commemorate the National Flag Month Celebration in accordance to the Republic Act No. 8491 otherwise known as the Flag and Heraldic Code of the Philippines. The city will commemorate through putting up 200 Philippine Flags at the specific areas in Pasig City. The celebration will run from May 28 to June 12 of every year.

**I. SPECIFICS**

- Philippine Flags – 8ftx16ft, double faced, nylon
- Philippine Flags (bridges) – 1ftx2ft, nylon
- Philippine Flags (lamp post) – 2ftx4ft, nylon
- Pasig Flags – 8ftx16ft, double faced, nylon
- Barangay Flags - 3ftx6ft, white, nylon
- KKK Flag – 2ftx4ft, nylon
- K Flag – 2ftx4ft, nylon
- K-K-K Triangle Flag – 2ftx4ft, nylon
- Magdalo Flag - 2ftx4ft, nylon
- Magdiwang Flag - 2ftx4ft, nylon
- Sun of Liberty Flag - 2ftx4ft, nylon
- GI Wire – 16" (for flag installation)
- Wood Lumber – 1x2x12 (for flag installation)
- CWN – 2" (for flag installation)

**NOTE:** For barangay flags, the end user (CATO) will give the raw files of the barangay logos to the supplier.

*Attached herewith is the photo of sample Pasig Flag, KKK flag, K Flag, KKK triangle flag, Magdalo, Magdiwang, and Sun of Liberty Flag for reference.*

**II. DELIVERY TERM**

Ten (10) days, staggered shall be the delivery term.

**III. PAYMENT TERM**

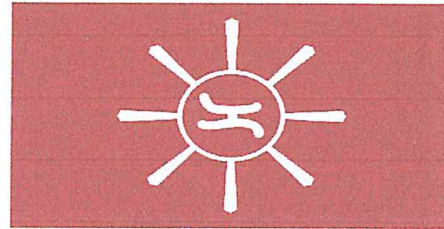
Shall be one-time payment.



**Pasig Flag**



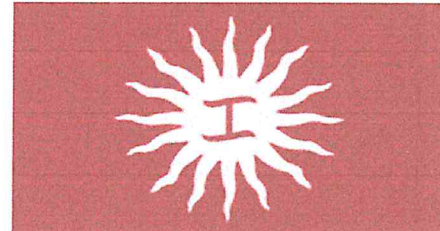
**Magdiwang Flag**



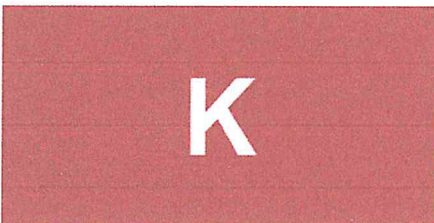
**KKK Flag**



**Magdalo Flag**



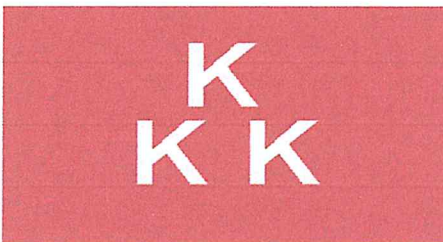
**K Flag**



**Sun of Liberty Flag**



**KKK Triangle Flag**





## TERMS OF REFERENCE

For

Lot 2: Attire for National and Local Events

### I. BACKGROUND

The Filipiniana blouse and Polo Barong will be used by the personnel of Cultural Affairs and Tourism Office for the National and Local Events of Pasig City.

### II. SPECIFICS

#### Filipiniana Blouse (5)

- Color Cream
- Puffy oversize sleeves
- Chinese Collar
- Size: *End-user shall refer to the size chart to be provided by the supplier*

#### Polo Barong (4)

- Color Cream
- Chinese Collar
- Short Sleeves
- Size: *End-user shall refer to the size chart to be provided by the supplier*

**NOTE:** The supplier shall provide a size chart for the proper size reference.

*Attached herewith are the photos of sample Filipiniana blouse and Barong Tagalog for reference.*

### III. DELIVERY TERM

Twenty (20) days shall be the delivery term.

### IV. PAYMENT TERM

Shall be one-time payment.



SAMPLE PICTURE

Filipiniana Blouse



Polo Barong



**NOTE:** Designs and other specifications shall be negotiated between the end-user and the supplier.

Prepared by:

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