



REQUEST FOR QUOTATION

Date: 08 May 2023

RFQ No.: 100-23-04-695

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 T-Shirt for the World No Tobacco Day - CENRO** with an Approved Budget for the Contract (ABC) of **Php 60,000.00**, 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 each total Cost per Item and/or the total Approved Budget for the Contract shall be rejected.

					Approved Budget		Price Offer	
Item No.	Item Description	Brand Name <small>(PLEASE DO NOT LEAVE BLANK)</small>	QTY	UOM	Unit Cost	Total Cost	Unit cost	Total Cost
1	T- SHIRT FOR WORLD NO TOBACCO DAY		200	PCS	300.00	60,000.00		
Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.			Total		60,000.00			
DELIVERY TERM: Within Thirty (30) calendar days upon the receipt of Notice to Proceed. / 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;
- 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.

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


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, 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.

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



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



pasigcity.gov.ph

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



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pasigcity.gov.ph



TERMS OF REFERENCE

PROCUREMENT FOR THE PRINTING SERVICE OF WORLD NO TOBACCO DAY T-SHIRT

I. RATIONALE

The Member States of the World Health Organization created World No Tobacco Day in 1987 to draw global attention to the tobacco epidemic and the preventable death and disease it causes. In 1987, the World Health Assembly passed Resolution WHA40.38, calling for 7 April 1988 to be a "a world no-smoking day." In 1988, Resolution WHA42.19 was passed, calling for the celebration of World No Tobacco Day, every year on 31 May.

The City Environment and Natural Resources Office intend to conduct activities or program on 31 May 2023, WHO and public health champions around the world will come together to celebrate World No Tobacco Day (WNTD). This year's theme is "We need food, not tobacco". The 2023 global campaign aims to raise awareness about alternative crop production and marketing opportunities for tobacco farmers and encourage them to grow sustainable, nutritious crops. It will also aim to expose the tobacco industry's efforts to interfere with attempts to substitute tobacco growing with sustainable crops, thereby contributing to the global food crisis.

II. OBJECTIVE

To print and deliver printed T-Shirt for World No Tobacco Day Activity for the C.Y. 2023

III. SCOPE OF WORK

The service provider for the printing and delivery of **two hundred (200) pcs. of T-Shirt for World No Tobacco Day**. The layouts and design from which the expected output shall be based, will be provided by the end-user.

Furthermore, an **additional one (1) copy** of the printed output **will be delivered as sample**, for approval, before the printing of the 200 pcs. T-shirt.

IV. REQUIREMENTS FOR THE PROJECT

The end-user will provide a digital/soft copy of the t-shirt design as reference of the printing company/person/entity. No alternation/changes on the substance, designs, and layouts of the said materials shall be made without the knowledge, consent and approval of the end-user.

V. SPECIFICATIONS

- a.) **T-Shirt:** Round Neck with print, 100% cotton
- b.) **Quantity:** 200 pcs.
- c.) **Size:** Extra small – 25 pcs.
Small – 35 pcs.
Medium – 40 pcs.
Large – 40 pcs.
XL - 30 pcs.



XXL- 30 pcs.

- d.) **Color:** Dark Blue (#0E2F66)
- e.) **Type of Print:** Heat Press Printing

1st LOGO Front

- a.) **Color:** 5 Colors (White, Orange, Pink, Red, Brown)
- b.) **Size:** 22x20cm

2nd LOGO Back

- a.) **Color:** 2 Colors (#0E2F66, #118DF0)
- b.) **Size:** 8x5cm

VI. MODE OF PROCUREMENT

The procurement through Printing Service shall be undertaken in accordance with Section 53.9 and 53.10 of 2015 Revised Implementing Rules and Regulation (IRR) of Republic Act 9184, otherwise known as the Government Procurement Act.

VII. APPROVED BUDGET FOR THE CONTRACT

The Service Provider shall bid for all items described in this Terms of Reference, in an amount of not exceeding the Approved Budget for the Contract (ABC) amounting to PHP 60,000.00 for the t-shirt and printing of 200 pcs. WNTD T-Shirt, inclusive of all government taxes and charges.

VIII. DOCUMENTARY REQUIREMENTS

As prescribed under Annex H Appendix A – Documentary Requirements for Alternative Method of Procurement, the WINNING service provider shall submit the following as a condition for the issuance of NOTICE OF AWARD:

- a. Mayor's/ Business Permit
- b. PhilGEPS Registration Number
- c. Income/business Tax Returns
- d. Omnibus Sworn Statement

IX. PAYMENT TERMS

The payments for the service rendered by the Service Provider shall made within forty-five (45) days upon issuance of the billing statement and the corresponding Certificate of Satisfactory service by City Environment and Natural Resources Office (CENRO).

Failure to comply with Terms and Conditions of the contract will result in the payment of corresponding penalties/liquidated damages in the amount equal to Ten (10%) percent of the Contract Price by the winning service provider.



XI. RESERVATION CLAUSE

The City Environment and Natural Resources Office (CENRO) reserves the right to reject any or all quotations/ proposals at any time prior to contract award, to annul the procurement process, and rescind the contract, without thereby incurring any liability to the affected proponents and prejudice to other courses of action and remedies open to it, and to accept only the offer that is most advantageous to the Government.


ALLENDRI B. ANGELES
SWMO/Acting CENRO





Handwritten signature





T-SHIRT FOR WORLD NO TOBACCO DAY



SIZE	XS	S	M	L	XL	XXL
CHEST WIDTH	18"	19"	20"	21"	22"	23"
SHOULDER WIDTH	15.5"	16"	17"	18"	18.5"	19"
SLEEVE LENGTH	5.5"	6.5"	7"	7.5"	8"	8.5"
T-SHIRT LENGTH	25.5	26.5"	27.5"	28.5"	29.5"	30.5"
QTY.	25	35	40	40	30	30
TOTAL	200 PCS.					