



REQUEST FOR QUOTATION

Date: 10 May 2023
RFQ No.: 100-23-02-301

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, Delivery and Printing of Brochure - DSWD** with an Approved Budget for the Contract (ABC) of **Php 40,000.00**, 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.

Item No.	Item Description	Brand Name <i>(PLEASE DO NOT LEAVE BLANK)</i>	QTY	UOM	Approved Budget		Price Offer	
					Unit Cost	Total Cost	Unit cost	Total Cost
1	Brochure, - Size: 215.9 mm x 514 mm Print Type : Colored (Back to Back) type of paper : inkjet paper 108gsm number of folds : 3 folds, roll fold		1600	pcs	25.00	40,000.00		
Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.					Total	40,000.00		
DELIVERY TERM: 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

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



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

 pasigcity.gov.ph

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:

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

SOURCE OF FUNDS	General Fund
Delivery Address	Bahay Wellness Compound (Bahay Kalinga Office), Caruncho Ave San Nicola
Time of Delivery	8:00am- 6:00pm
Date of Delivery	15 calendar days
Menu	BROCHURE -Size : 215.9 mm x 514 mm Print type : colored (back to back) Type of paper : injet paper 108gsm Numbe of fold : 3 fold (roll fold)
Specification	<ul style="list-style-type: none">• Delivery receipt / acknowledgement will be provided by the supplier• One contact person for the request• Payment will Depend on the Actual number of Supply Delivered
 MA. TERESA O. BRIONES, RSW, MSSW City Govt. Dept. Head II, OSWD PRC Lic. No. 0008740	

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c. a conduct that is unbecoming and provocative and creates an intimidating, hostile or humiliating environment for the respondent. CCa. It is the responsibility of the respondent to report the conduct to the appropriate authority or to the respondent's supervisor.

Sexual Harassment between peers or by a subordinate to a superior now covered under this law?
 Yes, the first law to prohibit sexual harassment, Anti-Sexual Harassment Act of 1995 (Republic Act No. 7877) recognized that sexual harassment is a form of discrimination. However, it requires the existence of authority, influence or rivalry or superiority between the offender and the offended party. It did not cover sexual harassment between peers or co-employees or those committed against a superior. The Safe Spaces Act addresses these gaps by recognizing that sexual harassment can be committed between peers, by a subordinate to a superior, or vice versa.

What can a victim of workplace GSH do?
 The victim can file an administrative complaint with the Department of Labor and Employment (DOLE) or a civil and/or criminal case before the courts.

What are the responsibilities of employers under the Safe Spaces Act?
 Under the Safe Spaces Act, employers must:

- discuss and post in a conspicuous place a copy of the law to all persons in the workplace;
- provide measures to prevent GSH in the workplace, such as the creation of anti-sexual harassment committees;
- create an independent internal mechanism or a committee on decent and investigation (COI) to investigate and address complaints of gender-based sexual harassment;
- develop and disseminate, in consultation with partners in the workplace or conduct of workplace policy which includes:
 - clearly reiterate the prohibition on gender-based sexual harassment;
 - provide a procedure for the internal mechanism;
 - provide a procedure for filing complaints by the employee; and
 - provide a procedure for the employee to report the incident to the appropriate authority.

The Board of Conduct to be designated by the employer may provide for penalties to be imposed on employees of the COI in cases of non-performance or inadequate performance of functions.
 - Sec. 32 Development of Code of Conduct. RA 12131

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The COI to be established by the employer should:

- adequately represent the management, the employees from the supervisory rank, the non-and-for employees, and the unions or employees' association, if any;
- designate a woman as its head and not less than half of its members be composed of members who should be impartial and not connected or related to the alleged perpetrator;
- be composed of members who should be impartial and not connected or related to the alleged perpetrator;
- maintain and decide on the complaints within ten (10) working days of their upon receipt thereof;
- observe due process;
- protect the complainant from retaliation without causing her/him any disadvantage, diminution of benefits or discrimination, and without compromising her/his security of tenure; and
- question gender-sensitive handling of cases, and confidentiality to the greatest extent possible.

What are the penalties for employers?

Failure to implement their duties
 Fine of not less than P10,000 but not more than P100,000

Non-compliance in reported acts
 Fine of not less than P10,000 but not more than P100,000

Gender-based Sexual Harassment in Educational and Training Institutions

What are the duties of heads of educational and training institutions?
 The same requirements and responsibilities under the law apply to heads of educational and training institutions. So these heads are also required to disseminate the law, develop and post their Code of Conduct and policies and/or update the COI for their employees and for their students.

- designate an officer-in-charge to receive complaints regarding gender-based sexual harassment and forward them to the COI;
- impose administrative disciplinary measures for students who commit acts of GSH against their fellow students or teachers;

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The COI to be established by education and training institutions should:

- be composed of representatives from the school administration, the teachers, instructors, professors or coaches and students or their officers;
- designate a woman as its head and not less than half of its members should be women;
- be composed of members who should be impartial and not connected or related to the alleged perpetrator;
- investigate and decide on the complaints within ten (10) working days of less upon receipt thereof;
- observe due process;
- protect the complainant from retaliation without causing her/him any disadvantage, diminution of benefits or discrimination, and without compromising her/his security of tenure; and
- question gender-sensitive handling of cases, and confidentiality to the greatest extent possible.

What are the penalties for GSH in educational and training institutions under the SSA?

School / institution heads who did not implement their duties under the law
 Fine ranging from P10,000 to P100,000

School / institution heads who did not act on reported GSH in their institution
 Fine ranging from P10,000 to P100,000

Note:
 Male students who are found to commit GSH shall be held liable for administrative sanctions by the school as provided in their student handbook.

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Other student features

Restoring Order
 Where appropriate, the court, upon finding a final decision rendered by the COI, may order the respondent to return to work from the residence, school, place of employment, or any specified place requested by the offended person.

Psychological and Counseling Services
 A victim of GSH may avail of appropriate remedies as provided for under the law as well as psychological counseling services with the aid of a psychologist, social worker, or other mental health professional in the course of a victim's treatment of such incident or psychological counseling services and other services in accordance with RA No. 10298 or the Philippine Mental Health Law shall be borne by the perpetrator.

Legal and concerned agencies may partner with private entities in the process such as the development of a national system, in all instances, any law that may be changed or included in the course of the consulting shall be borne by the perpetrator.

Examples
 Acts that are unbecoming, unprofessional, and uncharacteristic, and that are humiliating, degrading, and insulting, and that are intended to offend, humiliate, and embarrass the victim, such as: spreading rumors, slanders, and innuendoes; making false accusations; and other acts of discrimination, harassment, and oppression.

Confidentiality
 The RA 12131 requires that, at any stage of the investigation, prosecution, and trial of an offense under RA 12131, the identity of the victim and the accused who is a minor shall be kept confidential.

The law requires that confidentiality should be observed at all times in the course of the investigation, prosecution, and trial of an offense under RA 12131.

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WHERE TO SEEK HELP

Public Attorney's Office
 Email: paoo_executive@yahoo.com
 Telephone Number: (02) 8929-4236; (02) 8929-2025; (02) 8929-2881
 Local 1021/1027 (Cebu) Local 1391 (Cebu Office Hours)

PNP Women and Children Protection Center
 Along Pulis Institute, 0918 777 7377
 Email: enra_wccp@pnp.gov.ph
 Email: enra_wccp@pnp.gov.ph
 Email: enra_wccp@pnp.gov.ph
 Email: enra_wccp@pnp.gov.ph

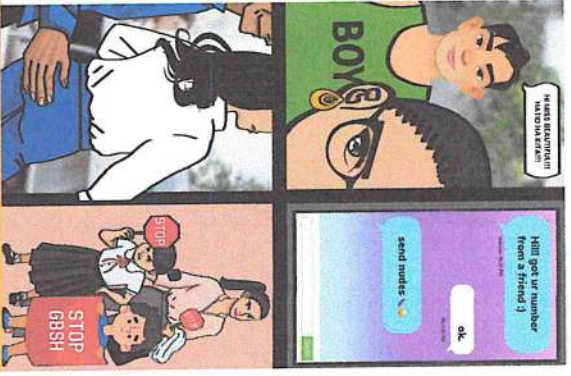
For Online GSH
 Cybercrime Investigation and Coordinating Center (CICC)
 Website: <http://cicc.gov.ph>

PNP Women and Children Cyber Protection Unit (WCCPU)
 (02) 9123-0401 local 5354 / 0937 084 3792
 Email: pnpwccpu@pnp.gov.ph

Offices of the Cybercrime (COI)
 3rd floor, De Las Alas Bldg.
 Pinaro St., Ermita, Manila
 Email: cybercrime@dlaj.gov.ph
 Telephone No.: (02) 8526-2747 and (02) 8526-8345

Under SSA, the following agencies are mandated to conduct random inspections in relation to GSH in the workplace:
 Department of Labor and Employment
 24/7 helpline: 846

Child Services Commission
 (02) 8931-8932; 8931-7938; 8931-7935



Republic Act 11313
 Safe Spaces Act
 (Bawal Bastos Law)

(POLL FOLD)

514 mm

215.9 mm

WHAT TO DO IF SOMEONE IS RAPED?



- 1.** Advise the victim to seek the help of a counselor or a therapist who is an expert in handling cases of sexual abuse.
- 2.** Assist her in securing a safe and temporary shelter if she needs to move to another place for security reasons. She can be referred to a crisis center or any government agency that offers temporary shelter.
- 3.** Make sure that the evidence is safe and intact. This would help should the victim decides to file a case.
- 4.** Secure a Medico-legal certificate from a Medico-legal officer. Absence of bodily injuries does not mean that rape did not occur or that the case may not be pursued anymore.
- 5.** Support the victim along the way when she decides to file a case.
- 6.** Ensure that she is prepared in all aspects. Make her understand the overall picture of the case. Inform her that it is possible that doctors, police, lawyers and judges would not be sensitive to her situation and experience.
- 7.** Help the victim choose the lawyer who understands her most.
- 8.** Coordinate with people who can assist or support her all throughout.

WHERE TO GET HELP?

Philippine National Police (PNP)
Women and Children Protection Center (WCPC)
Camp Crame, Quezon City
Tel. No.: 410-3213 / 532-6690
Aleng Pulis Text Hotline: 0919-777-7377
Women and Children Protection Desk of nearest Police Precinct
Emergency Hotline : 911

National Bureau of Investigation (NBI)
Anti-Violence Against Women and their Children Desk (VAWCD)
Taft Avenue, Manila
Tel. Nos.: 523-8231 to 38 / 525-6028

DOJ - Public Attorney's Office (DOJ-PAO)
Tel. Nos.: 929-9010 / 526-2747 / 929-9436 to 37 loc. 106 / 107

UP-PGH Women's Desk
Tel. Nos.: 524-2990 / 567-3394 loc. 3072

DOH Hospital's Women and Children Protection Unit
Tel. No. 651-7800 locs. 1726 to 1730

Department of Social Welfare and Development (DSWD)
Community-Based Services Section (CBSS) Legarda, Manila
Tel. Nos.: 733-0014 to 18 local 116 / 488-2861

Women's Crisis Center (WCC)
Women and Children Crisis Care and Protection Unit
Vito Cruz, Manila
Contact Nos.: 0928-420-0859 / 0999-577-9631

References:
1. The Anti-Rape Law of 1997 and Rape Victim Assistance and Protection Act of 1998, NCRFW
2. *Ang Batas Laban sa Panggagahasa, Isang Praymer*, WLB in cooperation with NCRFW and UNFPA, 1998

Cover Graphics: ALBERTO N. DAUS
First Prize Winner, 2014 18 Day Campaign to End VAW, Poster Making Contest

For more information, please contact the
Information Resource Management Division (IRMD)
1145 J. P. Laurel St., San Miguel, Manila, Philippines
Trunk line: (02) 735-1654 loc. 122; Fax: (02) 736-4449
Email: info@pcw.gov.ph; edo@pcw.gov.ph
www.pcw.gov.ph



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F-2007

Republic Act 8353
The Anti-Rape Law of 1997

Republic Act 11313



Republic Act 8353: An Act Expanding the Definition of the Crime of Rape and Reclassifying the same as Crime Against Persons.

The Anti-Rape Law of 1997 redefines rape as:

1. A CRIME AGAINST PERSONS

Rape violates a person's well being and not just ones virginity or purity.

The law considers that any person, whether a prostituted person, non-virgin or one who has an active sexual life may be victimized by rape.

2. A PUBLIC OFFENSE

By declaring that rape is a crime against persons, the law no longer considers it as a private crime.

Anyone who has knowledge of the crime may file a case on the victim's behalf.

The prosecution continues even if the victim drops the case or pardons the offender.

Graphics: VANCE GALVIN TIN TANGCUECO, Most Creative, 2013 18- Day Campaign to End VAW, Poster Making Contest



WHAT CONSTITUTES RAPE?

Rape is committed:



By a man who shall have sexual intercourse with a woman under any of the following circumstances:

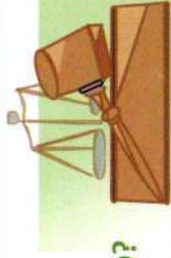
- A.** Through force, threat, or intimidation;
- B.** When the victim is deprived of reason or is unconscious;
- C.** Through fraudulent machination or grave abuse of authority; and
- D.** When the victim is under twelve (12) years of age or is demented, even if none of the above circumstances are present.

WHO CAN COMMIT RAPE?



Any man or woman may be held liable for rape.

It is possible that a man may rape his own wife, an act deemed as "marital rape." The penalty for rape in general may apply on the offender who commits marital rape.



HOW IS THE CRIME PUNISHED?

The penalty varies depending on the act itself and the circumstances surrounding it.

Reclusion Perpetua

(Imprisonment from 20 to 40 years) is imposed on the offender if rape is committed through sexual intercourse.

Prision Mayor

(Imprisonment from 6 to 12 years) is imposed on the offender if rape was committed through oral or anal sex or through the use of any object or instrument that was inserted into the mouth or anal orifice of the woman or a man.

This may also be elevated to **Reclusion Temporal** (Imprisonment from 12 to 20 years) or **Reclusion Perpetua** depending on the circumstances surrounding the crime.

WHO CAN BE RAPED?



Anyone can be a rape victim, but the incidence of rape is more rampant in women and girls.