



REQUEST FOR QUOTATION

Date: 23 May 2022
RFQ No.: R1 100-23-02-358

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 Materials for the Training -Seminar for Thirty (30) Barangay in Pasig City - BAO** with an Approved Budget for the Contract (ABC) of **Php 197,465.00**, 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 (PLEASE DO NOT LEAVE BLANK)	QTY	UOM	Approved Budget		Price Offer	
					Unit Cost	Total Cost	Unit cost	Total Cost
1	Battery AA - Alkaline (4pcs/pack)		6	Pack	240.00	1,440.00		
2	Ballpen - Oil gel pen rectangular, Color; Black, Pen tip Size; 0.5 mm		960	Pcs	12.00	11,520.00		
3	Alcohol Isoprophyl 70% 500ml		3	Btls	200.00	600.00		
4	Cardboard Special Paper - Plain White, 220gms 100pcs/pack (long)		10	Packs	500.00	5,000.00		
5	Manila Paper - 36" x 48" 2 Sheets / Pack		45	Pack	20.00	900.00		
6	Permanent Marker - Color; Black, - 12pcs/box		3	Box	500.00	1,500.00		
7	White board Marker - Color; Black, - 12pcs/box		3	Box	700.00	2,100.00		
8	Plastic envelope with Handle - Transparent zippered enveloped with handle (short)		960	Pcs	70.00	67,200.00		
9	Spiral Notebook		960	Pcs	28.00	26,880.00		

	- 145 x 210 mm / 5.70 x 8.26 - inches (80 Leaves)						
10	Pencil with lead eraser No. 2		960	Pcs	15.00	14,400.00	
11	ID Lace - Lanyard – 36 inches Length/ - Long, 3/4 of an inch wide. (Blue)		960	Pcs	25.00	24,000.00	
12	ID Holder - Badger holder cards protector, 4x3 inches horizontal ID card name tag holder clear soft vinyl plastic sleeve with waterproof type resealable zip.		960	Pcs	35.00	33,600.00	
13	Face mask - Surgical, Disposable, 50s		105	Box	75.00	7,875.00	
14	Masking Tape 1 inches wide, - 5m Long/Length		9	Pcs	50.00	450.00	
Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.			Total		197,465.00		
DELIVERY TERM: Please refer to the Terms of Reference.							

**Indicate the BRAND NAME or MANUFACTURER NAME and the specific MODEL to be offered or attach a BROCHURE for the offered item; items including but not limited to clothing, vehicle, 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;

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

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

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- 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 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:


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 for P.R. No. 100-23-02-358

Training – Seminar for Thirty (30) Barangays in Pasig City. (BDC, BPOC, BCPC)

A. Packaging

- The supplies/materials that will be mentioned shall be inside each “Plastic Envelope” (1 PC PER INCLUDING) (Spiral Notebook, Pencil with lead eraser, Ballpen, Id lace, Id holder) the other supplies must be set aside and to be deliver (Battery Alkaline AA, Cardboard special paper, Manila paper, Permanent Marker, White board marker, Masking tape, Facemask, Alcohol Isopropyl)

B. Supplies/Materials

- Battery Alkaline AA
- Cardboard Special Paper
- Manila Paper
- White Board Marker
- Permanent Marker
- Masking Tape
- Facemask
- Alcohol Isopropyl
- Plastic Envelope with Handle
 - Spiral Notebook
 - Pencil with Lead Eraser
 - Ballpen
 - Id Lace
 - Id Holder

Details of the Event

Training – Seminar for Thirty (30) Barangays (BDC, BPOC, BCPC)

Place to be deliver: Pasig City Hall 8th Floor at Community Relations and Information Office (CRIO)

(BDC, BPOC, BCPC)	
Supplies/Materials	Number of Materials
Battery Alkaline AA	6
Cardboard Special Paper	10
Manila Paper	45
White Board Marker	3
Permanent Marker	3
Facemask	105
Alcohol Isopropyl	3
Plastic Envelope with Handle	960
Spiral Notebook	960
Pencil with Lead Eraser	960
Black Ballpen	960
Id Lace	960
Id Holder	960
Masking Tape	9



COMMUNITY RELATIONS AND INFORMATION OFFICE

Date of Delivery

Time of Delivery
7 Days upon NTP

Prepared by:

Rebecca C. Infante
Rebecca C. Infante

Noted by:

Cecile Santiago - Blas
Cecile Santiago - Blas
Officer-in-Charge
Community Relations and Information Office

