



REQUEST FOR QUOTATION

Date: 24 May 2023

RFQ No.: R1 100-23-01-188

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 Race Number Bib, Customized Visor Cap and Draw String Bag for the 2023 Fun Run - HRDO** with an Approved Budget for the Contract (ABC) of **Php 948,000.00**, 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 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 | Customized Visor Cap, <ul style="list-style-type: none">- Light Blue - 1000 pcs.- Dark Blue - 1000 pcs.- Adult Size - Adjustable Velcro strap- Polyester Fabric- With Digital Print of the Customized Design (refer to attached sample) | | 2000 | pcs | 300.00 | 600,000.00 | | |
| 2 | Race Number Bib, <ul style="list-style-type: none">- Synthetic Paper (Waterproof and Tearproof)- With holes on the 4 corners for the safety pin- Glossy (Smooth)- 6 x 8.5 inches- With 4 safety pins (0.75 inches; gold)- Number 1-900 (8KM)- Number 901-1800 (5KM)- With digital print of the customized design (refer to attached sample) | | 1800 | pcs | 60.00 | 108,000.00 | | |
| 3 | Customized Draw String Bag, <ul style="list-style-type: none">- Nylon Fabric with polyester drawstring cord (4mm)- 13inches (width) x 17 inches (height) | | 2000 | pcs | 120.00 | 240,000.00 | | |

| | | | | | | | | |
|--|--|--|--|--------------|-------------------|--|--|--|
| - White with blue edges and customized design (refer to attached sample) | | | | | | | | |
| SEE ATTACHED TERMS OF REFERENCE | | | | | | | | |
| Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any. | | | | Total | 948,000.00 | | | |
| 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)
- PhilGEPs Registration Number
- Income Tax Return - (i) Annual ITR for the immediately preceding year; or (ii) latest submitted Quarterly ITRs together with latest available Annual ITR (If Annual ITR for the immediately preceding year is not yet available)
- 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))
- Original or Certified True Copy of 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.

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 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 and I hereby agree to the Terms of Delivery indicated in the submitted form.

Conforme:

Signature over Printed Name

Position

Duly authorized to sign quotation/offer for and on behalf of _____
(Please indicate Company Name)



TERMS OF REFERENCE

Procurement of materials needed for the Fun Run 2023 for the employees of the City Government of Pasig

| | MINIMUM REQUIREMENTS |
|-----------------------------------|--|
| 1. Estimated Budget | Customized Visor Cap- P600,000 Race Number Bib- P108,000 Customize Draw String Bag- P240,000 Total: P948,000.00 |
| 2. Scope | Customized Visor Cap <ul style="list-style-type: none">- Light Blue- 1000 pcs.- Dark Blue- 1000 pcs.- Adult size – Adjustable velcro strap- Polyester fabric- With digital print of the customized design (refer to attached sample) Race Number Bib <ul style="list-style-type: none">- Synthetic Paper (waterproof and tearproof)- with holes on the 4 corners for the safety pin- Glossy (smooth)- 6x8.5 inches- With 4 safety pins (0.75inches; gold)- Number 1-900 (8KM)- Number 901-1800 (5KM)- With digital print of the customized design (refer to attached sample) Customize Draw String Bag <ul style="list-style-type: none">- Nylon fabric with polyester drawstring cord (4mm)- 13 inches (width) × 17 inches (height)- White with blue edges and customized design (refer to attached sample) |
| 3. Limitations/ Conditions | The bidder shall submit a sample of the design and items together with the bid offer. |

(02) 8643-1111
Local 491, 492, 493

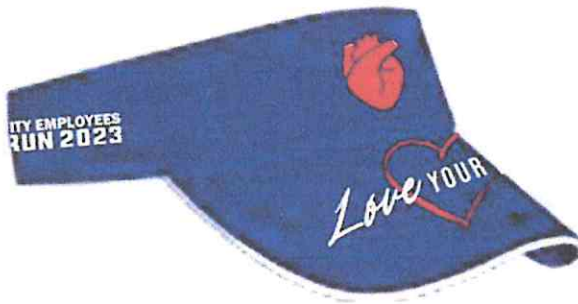
4th floor,
Pasig City Hall

| | |
|--------------------|---|
| 4. Delivery | Delivery of the items shall be within 30 calendar days from receipt of the Notice to proceed. |
| 5. Payment | One-time payment shall be made upon the issuance by the HRDO of the Certificate of Acceptance of shirts and medals. |

Prepared by:



ELVIRA R. FLORES, MNSA, CESE
City Human Resource Development Officer





17inch



13inch