



REQUEST FOR QUOTATION

Date: 09 June 2022
RFQ No.: 100-23-05-1237

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 **Various Requirements for the 1st Pasig City Senior High School Congress – Education Unit** with an Approved Budget for the Contract (ABC) of **Php 320,370.00**, 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 grouped into several lots, which shall be awarded as separate contracts per lot. 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
	LOT 1							
1	Packed meals, - for 1st Senior High School Research Conference Participants - Breakfast - each pack consists of the following: 1 rice, 1 chicken dish, 1 sunny side up egg, 1 fruit and 1 350ml bottled water - Packaging shall be contained in biodegradable plastic container (bento box style) with plastic utensils Please see attached Terms of Reference		310	packs	123.00	38,130.00		
2	Packed meals, - Lunch - each pack consists of the following:		620	packs	240.00	148,800.00		

	<p>1 rice, 2 viands dish, 1 dessert, and 1 350ml bottled water The quantity per day will be as follows: Day 1 (June 26): 310 packs Day 2 (June 27): 310 packs</p> <ul style="list-style-type: none"> - Packaging shall be contained in biodegradable plastic container (bento box style) with plastic utensils <p>Please see attached Terms of Reference</p>							
3	<p>Packed meals,</p> <ul style="list-style-type: none"> - Snacks - each pack consists of the following: 1 sandwich, 1 noodle/pasta dish, and 1 350ml bottled water <p>The quantity per day will be as follows: Day 1 (June 26): 310 packs Day 2 (June 27): 310 packs</p> <ul style="list-style-type: none"> - Packaging shall be contained in biodegradable plastic container (bento box style) with plastic utensils <p>Please see attached Terms of Reference</p>		620	packs	110.00	68,200.00		
LOT 2								
4	<p>Plaque,</p> <ul style="list-style-type: none"> - Specification: - Material: Acrylic Thickness: 4.5mm Approximate Size: 12" width, 9" height, 3" depth (1st place) 8" width, 7" height, 3" depth (2nd place) 6" width, 7" height, 3" depth (3rd place) - Color: White background, blue side design SDO Pasig logo size: 5 inches Pasig Logo size: 5 inches - Design and layout shall be provided by the end-user <p>Please see attached Terms of Reference for the design</p>		45	pcs	533.00	23,985.00		
LOT 3								
5	<p>Stage decoration and fresh flowers,</p> <ul style="list-style-type: none"> - Specification: - Assorted fresh flowers arrangement - Delivery venue: Tanghalang Rizal - Specification: 		1	lot	15,255.00	15,255.00		

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	<ul style="list-style-type: none"> - Flowers: - 12 doz. - Malaysian mums 5 doz. - Anthurium Red 10 doz. - Astromerta 20 pcs. - Sunflower 5 bunches - Aster flower (white) 20 bundles - lemon grass 1 box floral foam - Half of the lot will be supplied on Day 1 and the rest will be on Day 2 to ensure of freshness of flowers <p>Please see attached Terms of Reference</p>							
	LOT 4							
6	<p>LED wall rental with Installation,</p> <ul style="list-style-type: none"> - Specification - Size: P3 Standard size 9ft x 12ft. <p>36 units LED wall panel Digital mixer Processor and sending card set PDU / main set Patch cable lot Riser (2x12 ft.) Laptop for video playback 1 video monitor at the stage and its peripherals</p> <p>Please see attached Terms of reference</p>		1	unit	26,000.00	26,000.00		
Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.			Total		320,370.00			
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.

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- 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):

- Certificate of Product Registration;
- Certificate of Good Manufacturing Practice;
- License to Operate;
- Batch Release Certificate (*for vaccines, toxoids and immunoglobulins only*) [to be submitted upon delivery]; and
- 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.

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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