



REQUEST FOR QUOTATION

Date: 10 June 2023

RFQ No.: 100-23-04-1214

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 Printing Materials for the 1st Pasig City Research Journal – Education Unit** with an Approved Budget for the Contract (ABC) of **Php 97,900.00**, 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	Printing of 1st Pasig City Research Journal, - 115 pcs. of 1st Pasig City Research Journal 80 pages including cover and back pages PUR binding Full Color Matte Lamination with spot UV Stock Cover-C2S 200 Inside-C2S 100 A4 size paper Envelope included Quantity: 115 pcs. Size: 9 inches x 11.5 inches Book paper 80 Color: blue		115	pcs	700.00	80,500.00		
2	Write shop Kits, - Specification: - Long plastic colored envelope with handle		40	kits	180.00	7,200.00		

	<p>Material: Plastic Legal Size with push lock button</p> <ul style="list-style-type: none"> - Steno notebook <p>Material: paper Size: AS:21 0mm*146mm Thickness: 80gsm Weight: 300g (approximately)</p> <ul style="list-style-type: none"> - Pencil with eraser <p>Black lead pencil #1 With eraser</p> <ul style="list-style-type: none"> - 1 pc. Gel pen per kit <p>With metal clip Ball point: 0.5 Ink color: black & green</p> <p>Material: Plastic Size: 148mm Weight: 35(approximately)</p> <ul style="list-style-type: none"> - Whiteboard marker <p>Color: Black Tip: Bullet type Refillable Long cap-off time - more than 30 minutes</p>							
3	<p>Polo shirt with collar,</p> <ul style="list-style-type: none"> - Specification: - Fabric: High quality moisture wicked breathable 100% polyester - Polo Shirt with Collar - Color: White, Blue, Dark Gray Combination - Short Sleeve - Type of printing: Embroided with SDO Pasig Logo - Logo Size: 7cm height and width (embroided) - SDO PASIG Embroided height Size: 2cm Width Size: 5cm Font: Calibri bold font Color: White ALL CAPS - Back Design with the word "SDRTWC" below the logo of Pasig - 8cm length & 3 cm height - ALL CAPS - Font: Calibri bold font - Color: Navy Blue - Embroided - Regular fit (Adult size) <p>Polo shirt breakdown of sizes Small - 2 Medium - 4 Large - 7 2XL - 4</p> <ul style="list-style-type: none"> - Please see attached Terms of Reference and sample design 		17	pcs	600.00	10,200.00		

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



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



pasigcity.gov.ph

- Delivery Term: It shall be delivered 10 days upon receipt of the NTP and PO							
Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.	Total	97,900.00					
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;
- 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.**

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



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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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Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF PASIG CITY

TERMS OF REFERENCE

Program / Activity / Project

**PROCUREMENT OF 17 PIECES POLO SHIRT
FOR THE 1ST PASIG CITY RESEARCH WRITESHOP**

Target Date: **June 2023**

I. RATIONALE

Having a research project published in a peer-reviewed journal benefits both the researcher and the institution that hosts the journal. The research, including its scientific and practical contributions, is disseminated to others in a specific field through publication. This raises the awareness of new knowledge in their field among scientific researchers and practitioners with similar interests, thereby advancing knowledge and its application.

Getting published in higher-quality journals is more difficult, but it demonstrates expertise in a field and the ability to conduct scientifically sound research. It also reflects the academic standing of the institution that hosts the publication.

With this SDO Pasig together with the LGU of Pasig wishes to invite quotations from interested persons/entities/service-providers to provide the needed logistical requirements for the printing of the **1st Pasig City Research Journal**.

II. OBJECTIVES

To wear a uniform polo shirt for the TWC of the **1st Pasig City Research Journal**

III. Specification

Polo Shirt with Collar

- White,Blue,Dark Gray Combination (as shown in the picture
- 100% polyster
- Short Sleeves

Fabric

- High-quality moisture wicked breathable 100% polyester.
- Choice of 145, 160, 190 or 200 gsm micro mesh.

Color of Polo Shirt

White,Blue,Dark Gray Combination (as shown in the picture

Logo size: 7 cm height nd width
(embroided)

#SDRTWC: 8 cm length 3 cm Height

ALL CAPS (Calibri BOLD Font)



Address: Caruncho Avenue, San Nicolas, Pasig City
Tel: 641-88-85, 628-28-19 Email: division.pasig2016@gmail.com

-one line
Color: Navy Blue
-Embroided
SDO PASIG: 2 cm height 5 cm width
-All CAPS (Calibri BOLD Font)
-one line
-Color white
-embroided

- **Type of Printing:** Embroided
- Regular Fit (Adult)
-Quantity – 17 pieces

Polo Shirt Breakdown of Sizes

- Small - 2
- Medium - 4
- Large - 7
- 2XL - 4

Delivery Term:

Sample polo shirt shall have been presented to the end-user before printing . All polo shirts have to be delivered 10 days upon the receipt of the NTP and PO.

IV. FUND SOURCE AND APPROVED BUDGET FOR THE CONTRACT (ABC)

- Source of Fund: Special Education Fund Budget FY 2023 – SDO Pasig
- Approved Budget for the Contract: ten-thousand two hundred pesos (**Php 10,200.00**) inclusive of all taxes and charges

Prepared:


LOVELY ROLLAINE B. CRUZ
SEPS Planning & Research



SDO PASIG

Logo size: 7 cm
height nd width
(embroided)

SDO PASIG: 2 cm
height 5 cm width
-All CAPS (Calibri
BOLD Font)
-one line
-Color white
-embroided



#SDRTWC

#SDRTWC: 8 cm length
3 cm Height
ALL CAPS (Calibri BOLD
Font)
-one line
Color: Navy Blue
-Embroided

Fabric

- High-quality moisture wicked breathable 100% polyester.
- Choice of 145, 160, 190 or 200 gsm micro mesh.

Color of Polo Shirt

- White,Blue,Dark Gray Combination (as shown in the picture)



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF PASIG CITY

TERMS OF REFERENCE

Program/Activity/Project

PRINTING OF 1ST PASIG CITY RESEARCH JOURNAL

Target Date: **July 2023**

I. RATIONALE

Having a research project published in a peer-reviewed journal benefits both the researcher and the institution that hosts the journal. The research, including its scientific and practical contributions, is disseminated to others in a specific field through publication. This raises the awareness of new knowledge in their field among scientific researchers and practitioners with similar interests, thereby advancing knowledge and its application.

Getting published in higher-quality journals is more difficult, but it demonstrates expertise in a field and the ability to conduct scientifically sound research. It also reflects the academic standing of the institution that hosts the publication.

With this SDO Pasig together with the LGU of Pasig wishes to invite quotations from interested persons/entities/service-providers to provide the needed logistical requirements for the printing of the **1st Pasig City Research Journal**.

II. OBJECTIVES

To print and deliver printed outputs of the **1st Pasig City Research Journal**

III. SCOPE OF WORK

a. Inclusion

Its include the printing of **one hundred fifteen (115)** copies of 1st Pasig City Research Journal. The layouts and designs 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 115 copies.

The project shall be posted thru Philippine Government Electronic Procurement System (PhilGEPS). The winning service provider will print and deliver the final output, with envelope for the Research Journal, to the end-user.



Address: Caruncho Avenue, San Nicolas, Pasig City
Tel: 641-88-85, 628-28-19 Email: division.pasig2016@gmail.com

b. Lead Time

The research journal will be printed at least one (1) week from the submission by the end-user of all required materials to the printing company/person/entity.

c. Requirement for the Project

The end-user will provide a digital/soft copy of the **1st Pasig City Research Journal** as reference of the printing company/person/entity. No alterations/changes on the substance, designs, and layouts of the said materials shall be made without the knowledge, consent and approval of the end-user.

d. Documentary Requirements

- PhilGEPS Registration
- Business/Mayor's Permit
- Omnibus Sworn Statement

IV. Specification

1. Research Journal

- a. Quantity: 115 pieces
- b. Pages: 70-80 pages (including cover and back pages)
- c. Size: A4 Size Paper
- d. Stock
 - Cover-C2S 220
 - Inside - C2S 100
- e. Pure Color
- f. PUR Binding
- g. Matt lamination with Spot UV

2. Envelope

- a. Quantity: 115 pieces
 - Size: 9 inches X 11.5 inches
 - Book paper 80
 - 1 color

V. FUND SOURCE AND APPROVED BUDGET FOR THE CONTRACT (ABC)

- Source of Fund: Special Education Fund Budget FY 2023 – SDO Pasig
- Approved Budget for the Contract: eighty-thousand five hundred pesos (**Php 80,500.00**) inclusive of all taxes and charges

Prepared:


LOVELY ROLLAINE B. CRUZ
SEPS Planning & Research

TERMS OF REFERENCE

Program/Activity/Project

PROCUREMENT OF 40 PIECES WRITESHOP KITS FOR THE 1ST PASIG CITY RESEARCH WRITESHOP

Target Date: **July 2023**

V. RATIONALE

Having a research project published in a peer-reviewed journal benefits both the researcher and the institution that hosts the journal. The research, including its scientific and practical contributions, is disseminated to others in a specific field through publication. This raises the awareness of new knowledge in their field among scientific researchers and practitioners with similar interests, thereby advancing knowledge and its application.

Getting published in higher-quality journals is more difficult, but it demonstrates expertise in a field and the ability to conduct scientifically sound research. It also reflects the academic standing of the institution that hosts the publication.

With this SDO Pasig together with the LGU of Pasig wishes to invite quotations from interested persons/entities/service-providers to provide the needed logistical requirements for the printing of the **1st Pasig City Research Journal**.

VI. OBJECTIVES

To procure a write shop kits for the 40 participants to be used during the 3 days session

VII. Specification

Inclusion/s

Participants Workshop/Writeshop Kits

Quantity : 40 pieces

Long Plastic Colored Envelope with handle

Material: Plastic

Legal Size with button

Steno Notebook

Material: Paper

Size: AS: 21 0mm*146mm

Thickness: 80gsm

Weight 300g

Pages: 80

Pencil with eraser

Material: Wood with red eraser

Size: 187mm

Weight: 6g (approximately)

Signed pen

Ball point: 0.05

Ink Color: Black

Material: Plastic

Size: 148mm

Weight: 3.5 (approximately)

Folded Cartolina (Assorted color)

Size: 36"x48" inches

Permanent Marker

Color: Black and Blue

Quick-drying, durable, smooth writing.

Odorless and Brilliant color

Whiteboard Marker

Color: Black and Blue

Quick-drying, durable, smooth writing.

Delivery Term:

All writeshop kits have to be delivered 10 days upon the receipt of the NTP and PO.

VIII. FUND SOURCE AND APPROVED BUDGET FOR THE CONTRACT (ABC)

- Source of Fund: Special Education Fund Budget FY 2023 – SDO Pasig
- Approved Budget for the Contract: seven thousand two hundred pesos **(Php 7,200.00)** inclusive of all taxes and charges

Prepared:



LOVELY ROLLAINE B. CRUZ
SEPS Planning & Research