



## REQUEST FOR QUOTATION

Date: 10 June 2023  
RFQ No.: R1 100-23-03-609

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 Joint Reach Out Operation and Regular Reach Out and Roving Operation - DSWD** with an Approved Budget for the Contract (ABC) of **Php 214,300.00**, 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	Whistle, plastic, - assorted color		100	pcs	30.00	3,000.00		
2	Cotton buds, 8cm, - 28pcs cotton swab, wood and cotton		100	pack	15.00	1,500.00		
3	Gauze Bandage, - (4" x 10 yards)		100	rolls	12.00	1,200.00		
4	Digital thermometer, - 1.5v button battery w/ beeper function		100	pcs	400.00	40,000.00		
5	MEDICAL TAPE, - 1 inch x 10yards		100	pcs	50.00	5,000.00		
6	medical disposable gloves, - 6.5cm		1200	pairs	15.00	18,000.00		
7	70%Isoprophyl Alcohol, - 60mL		100	bottles	50.00	5,000.00		
8	Ballpen, gel ink, - 0.7mm - color: black		6	pcs	200.00	1,200.00		
9	White board marker, - Black 10pcs per box		12	box	550.00	6,600.00		

10	Scissors, small, - stainless steel - size: 4 1/2 "		100	pcs	27.00	2,700.00		
11	Cotton rolls, - 10 grms		100	roll	12.00	1,200.00		
12	Drawstring bag, - Canvass - color white w/ print pasig logo - size: (12"x14") - type of print: silk screen		100	pcs	360.00	36,000.00		
13	iodine solutions, - iodine 7.5ml		100	pcs	41.00	4,100.00		
14	Masking Tape, - 50yard x 24mm		6	pcs	100.00	600		
15	Printer ink, - L-3110 1 set of 4 color (70ml) * black * yellow * cyan * magenta		12	sets	1,600.00	19,200.00		
16	adhesive bandages, - 9mm x 72mm (25 plastic strip per 1 box)		100	box	50.00	5,000.00		
17	pouch bag, - fabric w/ zipper and printed (pasig logo) - size: 7-inch x 5 inch - color: black/orange		100	packs	100.00	10,000.00		
18	Flashlight heavy duty (rechargeable), - battery-built -in rechargeable battery - power supply UsB charging length 10cm - lamp holder diameter: 4.2cm at least		100	pcs	240.00	24,000.00		
19	Radio USB/TF MP3 player, - built in speaker earphone jack, - 5.0v - built-in lithium battery - size: 14x5x9" at least		100	pcs	300.00	30,000.00		
<b>Note:</b> Other terms and conditions are stipulated in the attached Terms of Reference, if any.			<b>Total</b>		<b>214,300.00</b>			
<b>DELIVERY TERM:</b> 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).

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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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].

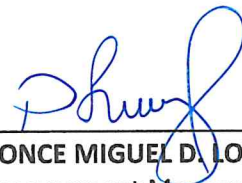
If the Supplier is not the Manufacturer, a certification from the Manufacturer that the supplier is an authorized distributor/dealer of the products/items.

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), 4<sup>th</sup> 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, 4<sup>th</sup> 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](mailto: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.**

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**Conforme:**



\_\_\_\_\_  
**Signature over Printed Name**


\_\_\_\_\_  
**Position**

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

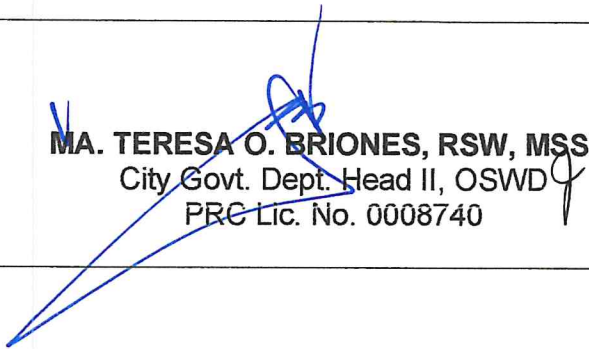
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## TERMS OF REFERENCE

SOURCE OF FUNDS	General Fund
Delivery Address	Bahay aruga caruncho avenue San Nicolas pasig city
Time of Delivery	8am-4pm
Date of Delivery	7 days calendar days
Supplies	Flashlight- 100pcs Radio- 100pcs Whistle- 100pcs Cotton buds- 100packs iodine solutions- 100p. c. s Cotton rolls- 100roll Gauze bandage- 100rolls Plastic strips- 100box Digital thermometer- 100pcs Medical tape- 100pcs Medical disposable gloves- 1,200pairs 70% isopropy alcohol- 100bottles First aid kit - 100pcs Ballpen- 6pcs Pentel pen- 6boxes Epson- 12sets Maskinf tape- 6roll Scissors- 100pcs Drawstring bag - 100pcs
Specification	<ul style="list-style-type: none"> <li>• Delivery receipt / acknowledgement will be provided by the supplier</li> <li>• One contact person for the request</li> <li>• Payment will depend on the actual number of supplies delivered</li> </ul>
 <b>MA. TERESA O. BRIONES, RSW, MSSW</b> City Govt. Dept. Head II, OSWD PRC Lic. No. 0008740	