



REQUEST FOR QUOTATION

Date: 26 June 2023

RFQ No.: R1 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 **Supply and Delivery of Plaques for the 1st Pasig City Senior High School Congress (LOT 2) – Education Unit** with an Approved Budget for the Contract (ABC) of **Php 23,985.00**, 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 <small>(PLEASE DO NOT LEAVE BLANK)</small>	QTY	UOM	Approved Budget		Price Offer	
					Unit Cost	Total Cost	Unit cost	Total Cost
1	Plaque, - 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 Please see attached Terms of Reference for the design		45	pcs	533.00	23,985.00		
Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.					Total	23,985.00		
DELIVERY TERM: Within Seven (7) calendar days upon the receipt of Notice to Proceed.								

**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.**

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

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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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

SGD

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)

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



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**TERM OF REFERENCE FOR THE PROCUREMENT OF PLAQUES FOR 1ST
PASIG CITY SENIOR HIGH SCHOOL CONGRESS**

I. GENERAL REQUIREMENTS - Procure the plaques for the **1ST PASIG CITY SENIOR HIGH SCHOOL CONGRESS** awardees for the following awards.

- A. First Place – 15 -(TVL.HUMMS,GAS,STEM,ABM)
- B. Second Place – 15 -(TVL.HUMMS,GAS,STEM,ABM)
- C. Third Place – 15- (TVL.HUMMS,GAS,STEM,ABM)

Awards	Place	ABM	TVL	HUMS	STEM	GAS	
Best Research Paper	1st Place	1	1	1	1	1	5
	2nd Place	1	1	1	1	1	5
	3rd Place	1	1	1	1	1	5
Best Poster	1st Place	1	1	1	1	1	5
	2nd Place	1	1	1	1	1	5
	3rd Place	1	1	1	1	1	5
Best Research Presenter	1st Place	1	1	1	1	1	5
	2nd Place	1	1	1	1	1	5
	3rd Place	1	1	1	1	1	5
							45

Photo of sample item, technical specifications and content details/texts are attached to this document, for reference.

II. TERMS AND CONDITIONS

A. Delivery Period. Final and complete number of plaques must be delivered to SDO Pasig, Look for **Ms. Lovely Cruz-09059320623** or **Ms. Janeth D. Morte - 09189645058** during the delivery.

B. Provider's Responsibilities.

The supplier shall submit the prototype upon submission of the quotation and/or proposal.

The supplier shall ensure that the plaques are made in compliance with the given design and contents. Should there be minimal revisions to be made

regarding the design and materials to be used, the supplier must coordinate with the end user prior to the finalization of the plaque.

The supplier must deliver the final and complete number of plaques on the set delivery period, subject to the final inspection and approval of the end-user. They shall also extend their warranty for any deviations, e.g. errors, mistakes and/or inaccuracies in the content details/texts. Any deviations must be corrected and delivered five days before the event.

III. BUDGET AND PAYMENT OF SERVICES

- A. Budget. The allotted a budget of Php **23,985.00**, inclusive of all applicable taxes, service charges and incidental expenses.
- B. Designs were provided by the end-user.

B. **Mode of Payment.** The LGU shall pay the selected supplier the amount equivalent to the number of plaques to be delivered, only upon complete delivery of the items within the agreed terms and conditions.

Prepared by:


LOVELY ROLLAIN B. CRUZ
SEPS-Planning and Research

Specification: Plaque made of acrylic material with wooden base

Approximate size:

12" width, 9" height and 3" depth (shape indicated in the photo (1st place)

8" width, 7" height and 3" depth (shape indicated in the photo (2nd place)

6" width, 7" height and 3" depth (shape indicated in the photo (3rd place)

Final design/contents will be provided by the end- users thru the Ms. Lovely

Cruz-Contact Number: 0905932063

Color: White Background, blue side designs

SDO Pasig Logo Size: 5 inches **Pasig Logo Size Blue Logo:** 5 inches

