



## REQUEST FOR QUOTATION

Date: 27 June 2023

RFQ No.: 100-23-01-201

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 Liquefied Petroleum Gas for the Pasig City Community Kitchen - GSO** with an Approved Budget for the Contract (ABC) of **Php 990,000.00**, 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 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	<b>Liquefied Petroleum Gas (LPG),</b> <ul style="list-style-type: none"><li>- *Must meet mandatory product standards specified under Department of Trade and Industry Department Admin Order no.1 series of 2001</li><li>- * Must have Standard Compliance Certificate (SCC)</li><li>- * LPG tank must have PS mark license</li><li>- * Must lend 32 50kg gas tank w/o additional cost to the City Government of Pasig</li><li>- * LPG tank should be refilled monthly or as requested by the End-user</li><li>- * Supplier must also conduct the following without additional cost:<ol style="list-style-type: none"><li>1. Monthly check up/inspection of tank and pipeline</li><li>2. Check-up of LPG piping/equipment</li><li>3. Service call for possible LPG leaks and repair</li><li>4. Cleaning of LPG equipment</li></ol></li></ul>		165	tank	6,000.00	990,000.00		

	- * Provide after sales services (Accessible, Technical Service, Safety Training)							
<b>Note:</b> Other terms and conditions are stipulated in the attached Terms of Reference, if any.				<b>Total</b>	<b>990,000.00</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).  
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.**

---

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



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



pasigcity.gov.ph

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)

**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



(02) 8643-1111 \* (02) 8641-1111 loc 1461 \*  [bidsandawards@pasigcity.gov.ph](mailto:bidsandawards@pasigcity.gov.ph) \*



[pasigcity.gov.ph](http://pasigcity.gov.ph)



**TERMS AND CONDITIONS**  
**SUPPLY AND DELIVERY OF LIQUIFIED PETROLEUM GAS**  
**FOR THE USE OF THE PASIG CITY COMMUNITY KITCHEN**

**A. Delivery of Orders**

1. Supplier shall be responsible for the source(s) of its goods/equipment and shall deliver the services in accordance with the schedule, and specification of the award or contract. Failure of the supplier to comply with this provision shall be ground for cancellation of the contract.
2. ALL PRICES ARE FIXED, VALID, AND BIDDING BASED ON THE APPROVED CONTRACT.
3. No other cost shall be authorized unless otherwise specified in the contract/P.O.
4. Extension of delivery/performance time shall be upon written request of the supplier/service provider and approval by the procuring entity after consideration of reasonable and justifiable causes.

**B. Inspection and Test**

1. The procuring entity reserves the right to inspect the tank/cylinder to ensure compliance with the technical specification and standards set by the procuring entity and in compliance with DTI.
  - 50kg gas tank: the total weight of the cylinder after inflation is  $(95.5 \pm 0.5)$ kg and the filling amount of liquefied gas is 49-50kg.
  - the cylinder should have ICC and PS marking
  - no deformity or dent on the cylinder/Tank
2. Verify the number of cylinders/Tank delivered based on the Delivery Receipt or the number ordered by the end-user

**C. Delivery of Services**

1. The supplier shall provide the necessary personnel including tools and materials required to deliver the goods/ services.
  - Tank/Cylinder must have the PS and ICC mark and the weight should be based on the standard set by DTI
  - The Tank/cylinder should not have any dent or any form of deformity
  - The schedule of delivery will be **as early as 10 AM at the Central Kitchen RAVE Compound, Barangay Maybunga, Pasig City.**
  - Delivery personnel shall have proper identification cards, be appropriately groomed, and observe proper hygiene.
2. The Supplier shall guarantee his deliveries be free from defects. Any defective item(s)/ product(s) or inferior goods that were delivered within the delivery period **Shall be replaced As Soon Possible (ASAP) upon verbal notice** to that effect, otherwise, it shall be deducted from the billing.



3. The supplier shall not be allowed to change the goods in the P.O. Only for the reason of non-availability of goods/items, the supplier shall be allowed to change the brand, provided that the specification is equal to or superior to the original brand offered, and prior notice and approval were given by the procuring entity/ End-user Unit.
- D. Evaluation of Supplier/Service Provider  
Delivery of goods/services shall be rated and evaluated based on the following criteria:
1. Compliance with the minimum specification and quality of goods/services as indicated in the contract/P.O.
  2. Timeliness of Delivery of goods and services as indicated in the order slip; and lowest bid/quotation within the bid price indicated in the Contract Agreement.
- E. Warranty  
The Supplier warrants that all goods/services to be provided are of industry standard and manufacturing defects shall be corrected in accordance with the warranty clause, Section 62 of the Revised IIR of R.A 918
- F. Terms of Payment  
Payment shall be made forty-five (45) days after the receipt of the Statement of Account (SOA)/month, or Invoice by the procuring entity/end-user.

  
\_\_\_\_\_

Gilbert D. Malcolm  
OIC, OGS – Central Supply Mgt. Div.

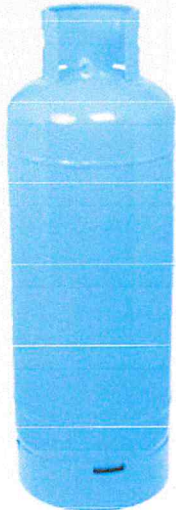
  
\_\_\_\_\_

Maria Lourdes Gonzales  
Executive Assistant IV





# PRODUCT PARAMETERS

	Ambient temperature		-40-60°C			
	Filling medium		LPG			
	Outer diameter of the cylinder shell		400mm			
	Steel material		HP295/SG255/ NFA36.211			
	Wall thickness		3.0mm			
	Water Capacity		118L			
	Nominal working pressure		2.1mpa			
	Hydraulic test pressure		3.2mpa			
	Total height		1200mm			
<b>50kg lpg gas cylinder</b>						
Item	Water Capacity (L)		Bottle		Handle	
			Diameter (mm)	Diameter (mm)	High (mm)	
	118		400	230	155	
50kg	Footing		Test pressure (bar)	Working pressure (bar)	40HQ	
	Diameter (mm)	High (mm)				
	400	115	34	18	350	