



REQUEST FOR QUOTATION

Date: 04 July 2023

RFQ No.: R2 100-23-02-314

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 Janitorial Supplies – Tanghalang Pasigueño** with an Approved Budget for the Contract (ABC) of **Php 800,811.00**, 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	Bleach, - 5.25 to 8.25% sodium hypochlorite, 500 ml, Scent: Lemon Scent		75	gals	225.00	16,875.00		
2	Glass Cleaner, - Solution with Spray, 500 ml, Scent : Pine, Formulation: Liquid		50	pcs	120.00	6,000.00		
3	Window Wiper Double Sided Retractable Brush, - approximately 20-03 (Aluminum Pole - ple length extendable up to 50cm), Medium -Aluminum Body, Glass Wiper		30	pcs	160.00	4,800.00		
4	Anti-bacterial Liquid Hand soap, - 1 Gallon, Scent: Any kind of Scent		100	gals	220.00	22,000.00		
5	Alcohol, Ethyl (70% Solution), - 1 Gallon or 3500 ml		220	gals	500.00	110,000.00		
6	Wax Stripper for Wooden Floor, - Scent : Lavender, Pack Size Approximately : 3700 ml or 1 gallon, Pack Type : Single		20	gals	800.00	16,000.00		

7	Fabric conditioner, Anti-bacteria, approximately 1 Gallon, Scent: Sunrise Fresh Scent		220	gals	350.00	77,000.00		
8	Disinfectant spray, - Aerosol Type, approximately 400 gms, Scent: Fresh Blossom		150	pcs	350.00	52,500.00		
9	Disinfectant Cleaner Solution, - approximately 1 Gallon, Scent: Citronella		20	gals	400.00	8,000.00		
10	Insecticide - Aerosol, - approximately 600ml, Multi Insect Killer Odorless		70	pcs	420.00	29,400.00		
11	Detergent powder, - approximately 1000g or 1kg pack, Scent: Any kind of Scent		250	packs	150.00	37,500.00		
12	Interfolded Tissue Paper, - 3-ply toilet paper / 3pcs per pack, Hypo-allergenic		500	packs	110.00	55,000.00		
13	Bathroom Tissue, - 12pcs per pack, Hypo-allergenic, Pure White		500	packs	115.00	57,500.00		
14	Soft Broom, - Double Sewing Walis Tambo, Regular Size		30	pcs	250.00	7,500.00		
15	Broom stick, - Eco-friendly made of coconut, approximately size 36"		30	pcs	80.00	2,400.00		
16	Face mask, - Ordinary, Disposable, approximately 50pcs per box		50	boxes	70.00	3,500.00		
17	Biodegradable Trash Bag (Medium), - Approximately Size: Medium-22 x 24, Approximately 12kgs, Color: Black		400	rolls	70.00	28,000.00		
18	Bridgeable Trash Bag (XL), - Approximately Size: XL- 30 x 37, Approximately 22kgs, Color: Black		500	rolls	90.00	45,000.00		
19	Bathroom Toilet Brush with Holder, - Approximately Size: 47 cm x 10.5 cm, Color: White		50	pcs	70.00	3,500.00		
20	Dustpan, - Approximately Size: Length: 108.2 cm, Width: 28cm, Type: Plastic		30	pcs	120.00	3,600.00		
21	Hand-press Watering Can Spray Bottle, - Approximately Size :20.5 x 8.5 cm, Material: Plastic		30	pcs	60.00	1,800.00		
22	Mop, - Color: White, Material: Cotton, Broom Type: Mop, Approximately Size :35 cm x 15 cm		70	pcs	260.00	18,200.00		
23	Mop head, - Color: White, Material: Cotton Approximately Size: Weight:350g, Length:2m or 120 cm		50	pcs	190.00	9,500.00		
24	High-Density Dipped Double Sided Dishwashing Sponge, - Approximately Size :7 x 10 x 3 cm, Color: Green and Yellow		200	pcs	35.00	7,000.00		

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25	Stainless Steel Sponge, Material: Stainless Steel Wool, - Approximately Size: 7.2 x 2.2 cm, Weight: 20 g		50	pcs	30.00	1,500.00		
26	Janitorial Cleaning Belt Bag, - Material: Cordura, Approximately Size: Length 19 cm, Width: 6 cm, Height: 27 cm, Feature: with large pocket and pouches for handheld tools		20	pcs	300.00	6,000.00		
27	Black Apron, - Thickness: Normal, Approximately Size - Length: 70 cm, Clothing, Width: 68 cm, Waistband: 50 cm, Overall length: 90 cm		40	pcs	70.00	2,800.00		
28	Cham Clean Towel Synthetic Chamois, - Material: Synthetic Chamois, Approximately Size: 43 cm x 32 cm x 0.2 cm		100	pcs	50.00	5,000.00		
29	Power Extension Wheel 15m, - Approximately Maximum Wattage: 2500W, Current: 10A, Voltage 250V, Approximately Cord Length: 15m		6	pcs	1,200.00	7,200.00		
30	Universal Socket Extension 6m, - Outlet Socket, approximately 2 universal outlet with ground, 1 universal outlet, approximately 6 meters, 10A 250V 1250W, High Quality and Heavy Duty		6	pcs	450.00	2,700.00		
31	Grass Cutter, - Approximately Size: 22 inches / Length 550mm, Material: Approximately 55# Carbon Steel		2	pcs	518.00	1,036.00		
32	PVC Garden Hose, - Color : Green with Nozzle, Approximately Size : 90 m		2	pcs	3,500.00	7,000.00		
33	Rags All Cotton, Type: Cotton, - Color: White, Approximately Size: 30 x 30 cm		70	bundles	70.00	4,900.00		
34	Bathroom Deodorizer, - 100 gms, Scent: Lemon		200	pcs	60.00	12,000.00		
35	Polisher 16", - 16 inches Floor Polisher, Approximately Net Weight: 30 kgs, Approximately Consumption: 559 Watts, 220 Volts.		2	units	44,750.00	89,500.00		
36	Polisher Pad, Material Wool, - Floor Polishing Pad, Size: 16 inches, Color: White		10	pcs	600.00	6,000.00		
37	Squeezer Heavy duty, - Mop Squeezer and Bucket, Liters: 36 liters, Color: Yellow		2	units	3,800.00	7,600.00		
38	Heavy Duty Carpet Blower, - Approximately Power: 3/4 HP, Voltage: 110-120 V / 220-240V Frequency: 60Hz/50Hz Power,		2	units	12,500.00	25,000.00		

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	Cord : 25 ft, Fans Dia : 246 mm, RPM : 1350/1200/1100							
No2te: Other terms and conditions are stipulated in the attached Terms of Reference, if any.			Total	800,811.00				
DELIVERY TERM: Within Thirty (30) 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.

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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

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)

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