



REQUEST FOR QUOTATION

Date: 04 July 2023

RFQ No.: R3 100-23-02-726

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 Supplies and Materials - ADCOP** with an Approved Budget for the Contract (ABC) of **Php 693,738.30**, 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 grouped into several lots, which shall be awarded as separate contracts per lot. 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
	LOT 1							
1	Steno Notebook, - 80's, (Flip Top Note Book) Standard size (21*14cm)		710	pcs	39.00	27,690.00		
2	Plastic Envelop, - Long, clear		540	pcs	15.6	8,424.00		
3	tape Transparent, - 2" 50mm thickness		20	rolls	93.6	1,872.00		
4	Specialty Paper, - A4 Size, (for Invitation/ Certification) 90gsm (20pcs/ pack)		98	packs	55.00	5,390.00		
5	Computer Ink L3110 - Black, - (Epson Printer, Pigment #003)		8	btl	403.00	3,224.00		
6	Computer Ink L3110 - Magenta, - (Epson Printer, Pigment #003)		8	btl	403.00	3,224.00		
7	Computer Ink L3110 - Cyan, - (Epson Printer, Pigment #003)		8	btl	403.00	3,224.00		
8	Computer Ink L3110 - Yellow, - (Epson Printer, Pigment #003)		8	btl	403.00	3,224.00		

9	Eco bag, - (Canvas Native abaca scrunch) (10X12X4 inch)		20	pcs	150.00	3,000.00		
10	Alcohol 250ml, - Isopropyl 70%		20	btl	88.4	1,768.00		
11	Face mask, - (Ear loop) Disposable (50pcs/ box)		20	box	188.5	3,770.00		
12	Digital Thermometer, - (Temperature measurement range 32-43 c)		20	pc	160.00	3,200.00		
13	Battery Double AA, - (4pcs/ pack)		4	pack	300.00	1,200.00		
14	USB 32G		25	pcs	500.00	12,500.00		
15	Fingertip Pulse Oximeter Thermometer, - Pulse Oximeter, Digital Finger Pulse Oximeter Heavy Duty (Specs: Light weight / LED color screen, SPO2 bar graph perfusion is lower than <0.2% / Automatically power off after 8s idling / Accuracy: SPO2 (70%-99%) + -2% / PR (30BPM- 250BPM): +01BPM or + -1% Beep sound / Dimension & Weight: 8.7*6*cm, 59 / Battery: AA)		20	pcs	300.00	6,000.00		
16	empty drum plastic, - (Big) 60 liters		6	pcs	780.00	4,680.00		
17	plastic paddle, - (for soap making liquid dishwashing) (74cm long, blue color)		6	pcs	234.00	1,404.00		
18	plastic pitcher 2 Liters		15	pcs	80.6	1,209.00		
19	Plastic Bottles, - (250ml) size		300 0	pcs	9.1	27,300.00		
20	plastic scoop, - (for liquid soap) (Measuring Scale 1 liter Capacity- clear)		170	pcs	97.5	16,575.00		
21	dishwashing soap, - Kit: 1,000g Sodium Lauryl Ethyl Sulfate (SLES) 500gms Sodium Chloride (Salt) 100ml Coconut Dietanolamide (CDEA) (RA-14) Bubble Enhancer 30ml Linear Alkaline Benzene Sulfonic Acid (LABS) 15ml Np-10 or Tergitol (Degreaser/ Nutralizer Antibac) 10ml Any Scent		170	pack	920.00	156,400.00		
22	basin stainless, - (20cm)		214	pcs	200.00	42,800.00		
23	measuring cup, - (set/ 4's) 1 Cup (236ml/ 16.8*9.1cm), 1/2 Cup (118ml/ 15.1*7.3cm/ 31.5g), 1/3 Cup (78ml/ 14.1*6.3cm/ 26.4g), 1/4 Cup (59ml/ 13.3*5.5cm/ 22.4g) Stainless steel colorful		214	set	130.00	27,820.00		

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24	measuring spoon, - (set/ 4's) (1/2tbsp./ 7.5ml/ 11.1*3.3cm / 10g), 1tbs. / 5ml/ 10.7*3cm / 10g), 1/2 tsp./ 2.5ml/ 10.2*2.3cm/ 9g), 1 tsp. / 15ml/ 12*4.2cm/11g) stainless steel colorful		214	set	120.00	25,680.00		
25	frying pan (26 cm), - (Non-Stick Surface)		214	pcs	300.00	64,200.00		
26	wooden spoon, - 18cm		214	pcs	100.00	21,400.00		
27	tong (9 inches), - (Stainless kitchen clip food)		214	pcs	50.00	10,700.00		
28	plastic pail (10 liters), - Any color		170	pcs	130.00	22,100.00		
29	Plastic for Wrapping (Longganisa), - skinless casing (1 x10 inch) 100pcs/ pack		16	pack	15.00	240.00		
30	Id Lace with ID Holder, - (Blue color) (Set ID Holder Case, double Sided w/ Lace Vertical Office ID Case) ID case size 6x9.5cm (Standard size)		710	pcs	36.4	25,844.00		
31	Manila Paper		38	piece	15.6	592.8		
32	Masking Tape, - 2" 50mm thickness		4	roll	162.00	648.00		
33	Plastic envelops with holder, - long Assorted (Any Color)		170	pcs	106.6	18,122.00		
34	ball pen - black, - ball point 5.0 bullet pen, Length of writing 300-500m		600	pcs	10.00	6,000.00		
35	photo paper A4, - (20pcs/ pack)		3	pack	136.5	409.5		
36	binder clip (1 5/8 inch), (12pcs/ box)		2	box	150.00	300.00		
37	Starter Kit: (cologne, - body wash, face powder, lipstick, lotion, deodorant), (with eco bag, canvas native abaca scrunch 10x12x4 inch) Cologne 125ml Body Wash 250ml Face Powder 200ml Lipstick (original matte waterproof Lotion 30ml Deodorant Spray 40ml		100	pack	500.00	50,000.00		
38	Certificate holder, - A4 size		170	pcs	58.00	9,860.00		
39	binder clip (1 1/4 inch), - (12pcs/ box)		2	box	70.00	140.00		
	LOT 2							
40	pork kasim (fresh)		16	kilo	350.00	5,600.00		
41	Rock Salt, - (Plastic bag)		2	kilo	60.00	120.00		
42	white sugar		16	kilo	100.00	1,600.00		

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43	curing salt, - (100g)		32	pack	55.00	1,760.00		
44	phospate, - (500g)		32	pack	60.00	1,920.00		
45	anisado wine, - (350ml)		16	bottle	79.00	1,264.00		
46	Pineapple Juice (530ml)		16	can	50.00	800.00		
47	ground pork (fresh)		16	kilo	350.00	5,600.00		
48	Brown Sugar		16	kilos	65.00	1,040.00		
49	Soy sauce, - (500ml)		16	bottle	30.00	480.00		
50	ground pepper (250g)		16	pack	25.00	400.00		
51	garlic		16	kilo	140.00	2,240.00		
	LOT 3							
52	back drop, - Tarpaulin A. CAPACITATE the STAFF in HANDLING PROGRAMS for BALAY SILANGAN Streamers and Promotion Backdrop --- Quantity 1 pc Size 7X9ft (12gsm) (Glossy White, Full Color) - B. SKILLS ENHANCEMENT TRAINING ICT Tarpaulin --- Quantity --- 2 pcs Size 7X9ft (12gsm) (Glossy White, Full Color)		3	pcs	1,260.00	3,780.00		
53	university jacket, - With Print (Full Color), with Zipper, Material: Micro Twill Fabric (Shiny Satin) Quantity --- 30 pcs Size Breakdown: (Unisex) Medium - 165cm (26-27) -- 8 pcs Large - 170cm (28-29) -- 8 pcs Extra Large- 175cm (30-32) -- 8 pcs 2Extra Large -180cm (32-34) -- 4 pcs 3Extra Large- 185cm (36-38) -- 2 pcs		30	pcs	1,500.00	45,000.00		
Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any. You may go to Procurement Management Office to check the sample fabric for item No. 53					Total	693,738.30		
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.*

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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 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

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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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Sample

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