



## REQUEST FOR QUOTATION

Date: 07 July 2023  
RFQ No.: 100-23-05-1331

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 Items for the Heritage and Culinary Tour - OCM** with an Approved Budget for the Contract (ABC) of **Php 13,600.00**, 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 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
<b>LOT 2 CUSTOMIZED VEST/CHALECO</b>								
4	<b>Vest,</b> - Customized Vest/Chaleco - Cotton twill vest, with at least 2 pockets with zipper enclosure - Size: at least 56cm (W) x 65cm (L) - Color: khaki - With "Tour Guide" printed at the back of the vest in bold Arial font, white color - Please refer to attached Technical Specifications for more details.		10	pcs	500.00	5,000.00		
<b>LOT 3 MICROPHONE AND BATTERY CHARGER</b>								
5	<b>Microphone,</b> - Microphone with Voice Amplifier Speakers - Packaged with at least 2 rechargeable AA batteries - With Voice Amplifier Speakers suitable for indoor lectures and outdoor tours		6	units	800.00	4,800.00		

	<ul style="list-style-type: none"> <li>- Lightweight, compact and portable, can be clipped to the belt or hung around the waist</li> <li>- Headset mic and carrying strap included</li> <li>- Powered by at least 1200mAh battery</li> <li>- Please refer to attached Technical Specifications for more details.</li> </ul>							
6	<b>Battery Charger,</b> <ul style="list-style-type: none"> <li>- Charger for Rechargeable AA Batteries</li> <li>- Can charge at least 2 AA batteries at a time</li> <li>- With audio and light charging status indicators (different colors for partial charge and full charge)</li> <li>- Automatic switch on and off</li> <li>- Approx charging times AA 1300-2000mah: 3-4 hours</li> <li>- Approx charging times AA 2000-2400mah: 4-5 hours</li> </ul>		2	pcs	1,900.00	3,800.00		
<b>Note:</b> Other terms and conditions are stipulated in the attached Terms of Reference, if any.					<b>Total</b>	<b>13,600.00</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):

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



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

pasigcity.gov.ph

- 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 anaesthetics 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.**

**Conforme:**

_____	_____
<b>Signature over Printed Name</b>	<b>Position</b>

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



**SUPPLY AND DELIVERY OF VARIOUS ITEMS FOR THE HERITAGE AND CULINARY TOUR  
TECHNICAL SPECIFICATIONS**

1. Items to be delivered by the Supplier must conform to the specifications listed below:

<p><b>1 Customized Umbrella</b></p> <ul style="list-style-type: none"><li>• Automatic foldable umbrella</li><li>• In bar material: steel</li><li>• Number of ribs: at least 8-bone</li><li>• Style: Four folding umbrella</li><li>• folding size: at least 28cm</li><li>• open size: at least 96cm</li><li>• With carrying sleeve</li><li>• Non-fade direct to film (DTF) full color customized print on at least one panel</li><li>• Color: royal blue</li></ul>	
<p><b>2 Customized Tote Bag</b></p> <ul style="list-style-type: none"><li>• At least 10 x 12in</li><li>• Flat tote bag type</li><li>• With canvas handles at least 1.5in thick, same color as bag</li><li>• One-side DTF full color print of Pasig branding logo</li><li>• Able to carry at least 2kg of items</li></ul>	



- 3 Customized Drinks Tumbler**
- At least 530ML or 18oz capacity
  - Size: At least 7 x 23cm
  - Double wall insulated, for hot and cold drinks
  - Keep liquids hot and cold for at least 8 hours
  - Leak-proof
  - Powder coated paint finish
  - Easy to carry with handle attached to cover
  - Made of high quality 304 Stainless Steel
  - Color: white; cap may be of a different color as long as dominant color is white
  - Individual box packaging
  - Non-fade DTF full color customized print on the side of the tumbler



- 4 Customized Vest/Chaleco**
- Cotton twill vest, with at least 2 pockets with zipper enclosure
  - Size: 56 cm (W) x 65 cm (L)
  - Color: khaki
  - With non-fade DTF "TOUR GUIDE" printed at the back in bold Arial font, white color



FRONT



LUNGSOD NG  
**PASIG**

UMAAGOS ANG PAG-ASA

OFFICE OF THE CITY MAYOR



**SAMPLE ONLY.**  
Requested color  
is **KHAKI**.

**BACK**



**5.147 Microphone with Voice Amplifier Speakers**

- Packaged with at least 2 rechargeable AA batteries
- With Voice Amplifier Speakers suitable for indoor lectures and outdoor tours
- Compact and portable, can be clipped to the belt or hung around the waist
- With USB and SD card ports
- With headset mic and carrying strap
- Powered by at least 1200mAh battery



**6 Charger for Rechargeable AA Batteries**


- Can charge at least 2 AA batteries at a time
- With Audio and light charging status indicators
  - Yellow: At 50%
  - Green: At 100%
- Automatic switch on and off
- Approx charging times AA 1300-2000mah: 3-4 Hours
- Approx charging times AA 2000-2400mah: 4-5 Hours





2. For customized items, color swatches and layouts must be approved by the end user before production.
3. Soft copies of the logos will be provided by the end user to the winning supplier.
4. **Delivery schedule:**
  - a. Items in Lot 2 and Lot 3 must be fully delivered in 7 calendar days<sup>?</sup>
5. Payment will be processed after **complete delivery of all items and after Supplier submits all necessary documents.**

Prepared by:

  
**ROBYN LOUISE S. DY**  
*Office of the City Mayor*

Noted by:

  
**ERNIE AL O. EDRALIN**  
*Executive Assistant V, Office of the City Mayor*