



## REQUEST FOR QUOTATION

Date: 19 July 2023  
RFQ No.: 100-23-05-1185

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 Textbooks and Instructional Materials – Pasig City Library** with an Approved Budget for the Contract (ABC) of **Php 170,499.48**, 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
	<b>Reference Books</b>							
1	The Sky Atlas: The Great Maps, Myths and Discoveries of the Universe, Edward Brooke-Hitching. 265pp. Hachette-Chronicles-2020		1	pc	4,134.25	4,134.25		
2	A Book of Idioms: A Perfect Reference Companion., Josef S.VerghesePb. Random		1	pc	569.25	569.25		
3	Mythology of the American Nations, 256pp. Hb. Hermes House		1	pc	1,719.25	1,719.25		
4	Great Authors Short Stories, Patricia Moore. Pb. Random. 144pp		1	pc	546.25	546.25		
5	Great Inventors and their Inventions, Gagan Jain. Pb. Random		1	pc	632.5	632.5		
6	Great Speeches by Abraham Lincoln, Gagan Jain. Pb. Random. 208pp		1	pc	632.5	632.5		
7	Greatest People in World History, Gagan Jain. Pb. Random. 208pp		1	pc	632.5	632.5		
8	Greatest Scientists: Know About the Life of Geniuses, Gagan Jain. Pb. Random		1	pc	632.5	632.5		
9	ENCYCLOPEDIA OF HUMAN BODY ( NEW). SEEKOSITY, Random. Hb. 72pp		1	pc	1,811.25	1,811.25		
10	ENCYCLOPEDIA OF OUR ENVIRONMENT; THE MOST COMPREHENSIVE CHILDREN'S ENCYCLOPEDIA. SEEKOSITY, Random. Hb. 72pp		1	pc	1,575.00	1,575.00		
11	ENCYCLOPEDIA OF SPACE AND OUR MOVING EARTH, Random. Hb. 95pp		1	pc	1,604.25	1,604.25		

12	The Sky Atlas; The Greater Maps Myths and Discoveries of the Universe, Edward Brooke-Hitching. 256pp. Pb. Hachette-Chronicles- 2020		1	pc	4,134.25	4,134.25		
<b>Engineering Books</b>								
13	Civil Engineering PE Practice Exams:, Breadt and Depth, 2E.Goswami. PB. C2021. 375pp. McGraw-Hill		1	pc	5,250.00	5,250.00		
14	An Integrated Course in Electrical Engineering 6th Edition, 1136pp. Pb. Sk Kataria And Sons. Reprint 2019		1	pc	7,130.00	7,130.00		
15	Engineering Physics Dorga, 636pp 2019 Kataria Pb.		1	pc	4,095.00	4,095.00		
<b>Mathematics Books</b>								
16	MUST KNOW HIGH SCHOOL ALGEBRA 2E., 2e. MONAHAN. C22. Pb. McGraw-Hill. 431pp		1	pc	1,466.25	1,466.25		
17	5 STEPS A5 500: AP CALCULUS AB BC QUEST KNOW TEST DAY 4E., Anaxos, Inc. Pb. 289PP. MCGRAW-HILL.		1	pc	1,147.70	1,147.70		
18	CALCULUS 11 FOR DUMMIES, 3RD EDITION. ZEGARELLI. Pb. Wiley. C23		1	pc	3,450.00	3,450.00		
19	TRIGONOMETRY FOR DUMMIES, 3RD eSDITION. STERLING. Pb. Wiley. 387pp. C23		1	pc	2,875.00	2,875.00		
<b>Psychology Books</b>								
20	Introduction to Psychology Neeraj Kumar, Anukampa Goodwill		1	pc	4,550.00	4,550.00		
21	The Psychology of Intelligence Sonja, Falck 128pp. Pb. Routledge		1	pc	4,628.80	4,628.80		
22	The Psychology of intelligence.Sonja Falck. 128pp Pb. Routledge, Falck 128pp. Pb. Routledge		1	pc	2,314.40	2,314.40		
<b>English Books</b>								
23	Business Communication. 13th Ed., Locker. Pb. 596pp. McGraw Hill		1	pc	6,225.00	6,225.00		
24	MY BLUE BOOK OF READ ALOUD, GRANNY'S STORIES. Ramdom		1	pc	1,144.25	1,144.25		
25	MY BROWN BOOK OF READ ALOUD CLASSIC'S STORIES., Hb. Random		1	pc	1,259.25	1,259.25		
<b>Science Books</b>								
26	MUST KNOW HIGH SCHOOL BIOLOGY 2E., 2e. PLOEGER COX. C22. Pb. Mc.Graw-Hill 477pp		1	pc	1,466.25	1,466.25		
27	MUST KNOW HIGH SCHOOL CHEMISTRY 2E., 2e. MOORE. C22. Pb. McGraw-hill. 450pp		1	pc	1,466.25	1,466.25		
<b>History Books</b>								
28	Art & Archaeology of Greek World, 2e. Neer. c19 Thames & Hudson. Hb		1	pc	7,195.00	7,195.00		
<b>Nursing Books</b>								
29	Procedural Skills Medical Student Survival Skills., 192pp. Pb. John Wiley		1	pc	3,444.25	3,444.25		
30	Medical-Surgical Nursing Certification. Self Assesment and Exam Review., 612pp. Pb. McGraw-hill		1	pc	7,239.25	7,239.25		
31	Nursing Key Topics Review: Pathophysiology, Pb. Elsevier - 2019		1	pc	5,091.60	5,091.60		

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


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Page 2 of 5 | RFQ No. 100-23-05-1185 | RLD

32	Skills Performance Checklists for Clinical Nursing Skills & Techniques;, 10ed. Perry, Anne Griffin. 2022. Elsevier	1	pc	6,744.75	6,744.75		
33	Anatomy and Physiology for Nurses at a Glance. 152pp;, 152pp; Pb. John Wiley	1	pc	3,564.14	3,564.14		
34	Clinical Leadership in Nursing and Healthcare. Values into Action., 2e. 358pp Pb. John Wiley	1	pc	7,736.63	7,736.63		
	<b>Friction Books</b>						
35	My Giant Story Books Series -Dora The Explorer: Dora Goes to School., Pb. Goodwill	1	pc	695.00	695.00		
36	My GREEN BOOK OF READ ALOUD CLASSICS STORIES, Random	1	pc	1,095.00	1,095.00		
37	MY RED BOOK OF READ ALOUD GRANNY STORIES, Random, Hb.	1	pc	995.00	995.00		
38	Stories to share: Aladdin (Giant Size) Ideal for group storytelling and show and tell, 24pp. Pb. Armadillo	1	pc	2,150.00	2,150.00		
39	Stories to Share: Beauty and the beast ( Giant Size);Ideal for group storytelling and show and tell, 24pp. Pb. Armadillo	1	pc	2,150.00	2,150.00		
40	Stories to Share: Sleeping Beauty ( GIANT Size); Ideal for group storytelling and show and tell, 24pp. Pb. Armadillo	1	pc	2,150.00	2,150.00		
41	Stories to Share: The Jungle Book ( GIANT Size); Ideal for group storytelling and show and tell, 24pp. Pb. Armadillo	1	pc	2,150.00	2,150.00		
42	Beauty Sleep, Pb. Usborne	1	pc	1,256.38	1,256.38		
43	Scavengers., Pb. Usborne	1	pc	1,256.38	1,256.38		
44	The Adventures of Tom Sawyer., Pb. Usborne	1	pc	879.2	879.2		
	<b>Educational Books</b>						
45	Hands-On Music Theory. Wentk., 196pp. 2015. Cengage. Pb.	1	pc	3,099.25	3,099.25		
46	Information and Communication Technology in Physical Education-M.p.Ed New Syllabus, Dr. Desai Sikandar Siddi Nawab. Random-KSK. H.b.147pp-2022	1	pc	2,294.25	2,294.25		
47	Curriculum Development in Secondary Schools, R.S. Reddy. Goodwill	1	pc	3,350.00	3,350.00		
48	A Textbook on Physical Education & Health Education - Fitness, Wellness and Nutrition,, Dr. Sunita Aurora. Random-KSK. Hb. 144pp 2022	1	pc	1,782.50	1,782.50		
49	Up and Running with AutoCAD 2022: 2D and 3D Drawing, Design and Modelling, 1ed. Gindis, Elliot. 2022. Elsevier. Pb. 823pp	1	pc	13,450.00	13,450.00		
	<b>Accounting Books</b>						
50	Management Accounting in Public Service Decision Making. Malcom J. Prowle., 262pp. Pb. Routledge 2021	1	pc	6,348.00	6,348.00		
51	Management Accounting in Public Service Decision Making Malcom J Prowle., 262pp.Pb.Routledge 2021	1	pc	12,696.00	12,696.00		
52	STATICS ALL-IN-ONE FOR DUMMIES ( + CHAPTER QUIZZES ONLINE) Rumsey, Pb.Wiley. 535pp C23	1	pc	4,595.00	4,595.00		
<b>Note:</b> Other terms and conditions are stipulated in the attached Terms of Reference, if any.			<b>Total</b>	<b>170,499.48</b>			
<b>DELIVERY TERM:</b> Within Thirty (30) calendar days upon the receipt of Notice to Proceed.							

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Page 3 of 5 | RFQ No. 100-23-05-1185 | RLD



*\*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.**

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.

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Page 4 of 5 | RFQ No. 100-23-05-1185 | RLD

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:**



\_\_\_\_\_  
**Signature over Printed Name**


\_\_\_\_\_  
**Position**

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

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