



## REQUEST FOR QUOTATION

Date: 03 August 2023

RFQ No.: 100-23-05-1308

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 Materials for the PCBT Blood Donors Month Awarding – City Health Office** with an Approved Budget for the Contract (ABC) of **Php 129,900.00**, 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>Umbrella,</b> - UV foldable umbrella with personalized print Model: Automatic Open and Close Umbrella Cloth material: Impact cloth Material : Iron shaft and Rubber handle Number of ribs: 8 bones size 29 cm folded position		60	pcs	450.25	27,015.00		
2	<b>Plaque,</b> - plaque: acrylic with customized design 4 inch x 6 inch thickness 3mmx5mm dedication will be provided upon approval of design kindly refer to TOR - personalized canvass katsa material : katsa 16x24 inches ( no zipper ) color : off white texture : thick katsa material logo design refer to TOR		35	pcs	410.2	14,357.00		
3	<b>Personalize Mug,</b> - ceramic mugs with personalized (with print) design 110 oz		65	pcs	350.1	22,756.50		

	enclosed on a cardboard box each item logo design attached on TOR logo size 7cm diameter							
4	<b>T-Shirt,</b> - Personalized/ Heat press Logo cotton material Color - Light Gray, round neck - Size T-Shirt -80 pcs - Large size 20 pcs - XXXL Size - Size Logo - 20x20 cm		100	pcs.	495.15	49,515.00		
5	<b>Katsa Tote Bag,</b> - personalized canvass katsa material : katsa 16x24 inches ( no zipper ) color : off white type of fabric: Katsa logo design refer to TOR		65	pcs	250.1	16,256.50		
<b>Note:</b> Other terms and conditions are stipulated in the attached Terms of Reference, if any.			<b>Total</b>		<b>129,900.00</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 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.

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:**

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

1308

**TERMS OF REFERENCE**  
**Blood Letting Awardee P.R 100-23-05-1308**

**1. UMBRELLA**

- foldable umbrella with personalized print with 7cm logo ; automatic open and close system  
Impact cloth material with Iron and rubber and 8 bones ribs.

**2. PLAQUE**

- clear acrylic with customized design 4x6 inch with 3x5mm

**3. TOTE BAG KATSA**

- Personalized canvas katsa 16x14 inches; no zipper, off white color with thick texture and personalized with 90cm logo, rubberized heat pressed.

**4. PERSONALIZED MUG**

- Ceramic mug with personalized 7cm logo design (refer to attached logo for design )  
110 oz; white color preferred.

**5. T- SHIRT**

- Personalized Heat Press 20x20 cm Logo design; 100% cotton texture ,Light Grey Color (see attached file for color and design reference )
- 80 pcs Large size
- 20 pcs XXXL size

**OTHER TERMS AND CONDITIONS**

1. Supplier must deliver the items within (30) days upon receipt of Notice of Proceed.
2. Supplier shall ensure that all goods are appropriately delivered to Medical Depot in good manner with no physical damage, breakage or corrosion.
3. Supplier shall replace the damaged/ broken item free of charge within 15 calendar days from date of delivery.
4. Following deliverables are expected to meet specification submitted.
5. Terms of Payment – processing of payment upon completion of delivery with acceptance and inspection report

  
**Myla A. Espino RMT IV**  
Chief Medical Technologist  
Pasig Blood Collecting Team

Noted by:

  
**Joseph R. Panaligan, MD, MHA**  
City Health Officer

# UMBRELLA



**8 BONES RIBS**



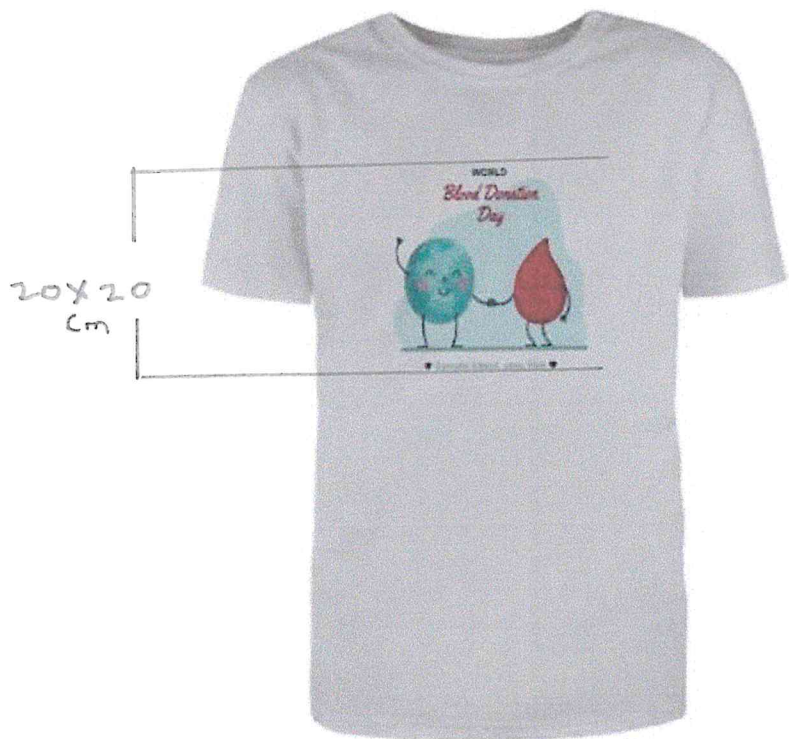
# TOTE BAG



# PLAQUE OF RECOGNITION



# T-SHIRT



**FRONT**

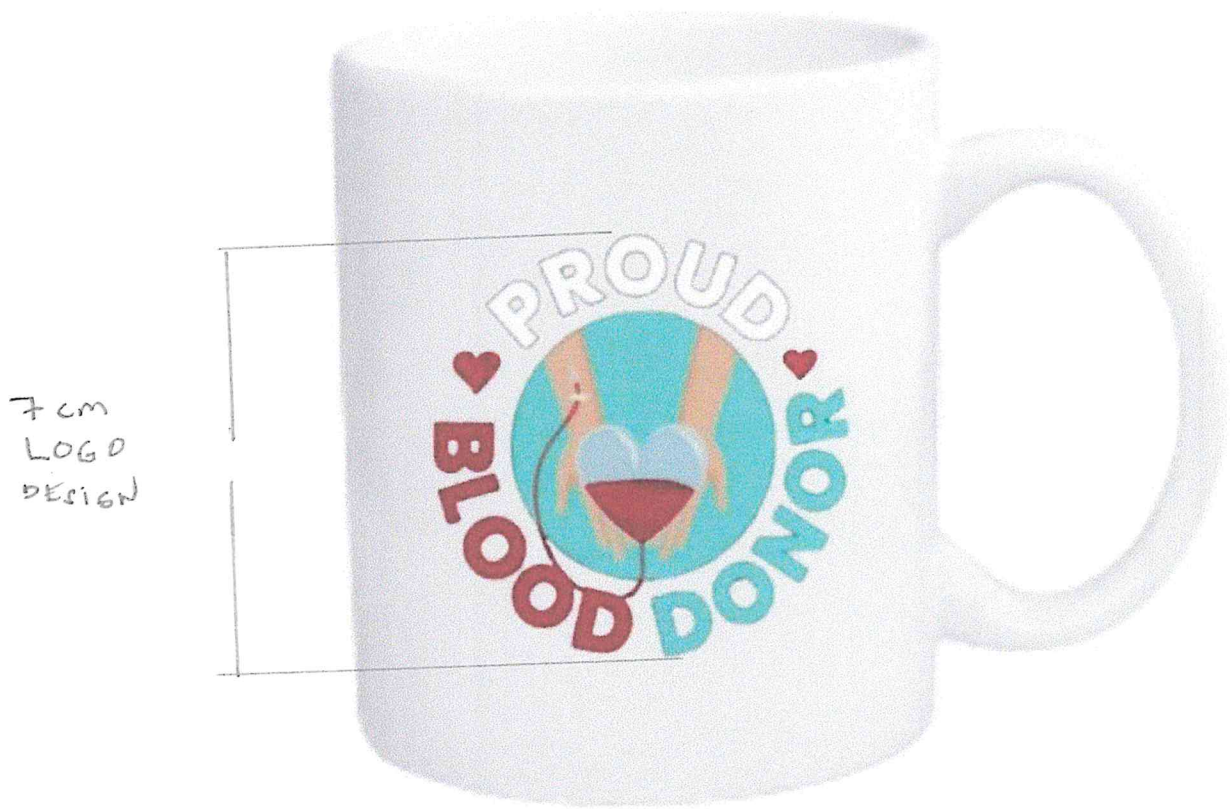


**BACK**

Tee Size	Chest Circle	Body Length
<b>S</b>	98 cm	70 cm
<b>M</b>	104 cm	73 cm
<b>L</b>	110 cm	76 cm
<b>XL</b>	116 cm	79 cm
<b>XXL</b>	122 cm	82 cm



**MUG**



7cm  
LOGO  
DESIGN

**110 OZ**