



## REQUEST FOR QUOTATION

Date: 04 August 2023

RFQ No.: 100-23-03-502

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 I.E.C Leaflets and I.E.C Stickers – Solid Waste Management Office** with an Approved Budget for the Contract (ABC) of **Php 891,000.00**, 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	UO M	Approved Budget		Price Offer	
					Unit Cost	Total Cost	Unit cost	Total Cost
1	I.E.C Leaflets, - Glossy, back-to-back design, with approved design Sizes 21 cm x 21 cm (8.27 inches x 8.27 inches)		27000	pcs	15.00	405,000.00		
2	I.E.C Stickers, - Vinyl and glossy with approved design Height: 4 inches (10.16 cm) Width: 5 inches (12.7 cm)		27000	pcs	18.00	486,000.00		
<b>Note:</b> Other terms and conditions are stipulated in the attached Terms of Reference, if any.			<b>Total</b>		<b>891,000.00</b>			
<b>DELIVERY TERM:</b> Within <b>Sixty (60)</b> 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.

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

---

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)

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)

---

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

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

 pasigcity.gov.ph



## MGA IPINAGBABAWAL

- Pagkakatat, pagtatapon, pagtatambak ng basura sa pampublikong lugar tulad ng daanan, sidewalks, kanal, estero, liwasan, atbp.
- Pagsusunog ng basura
- Pagpapakolekta o pagpayag sa pagkolekta ng hindi pinaghiwa-hiwalay na basura
- Pagtatambak/ pagbabaon ng basura sa mga lugar na binabaha
- Pagkuha ng mga recyclables na may nakatalagang mangongolekta
- Paghahalo-halo ng mga pinaghiwalay na basura
- Pagsira o pamumulasi ng mga sisidlan ng basura (scavenging)
- Hindi pagsunod sa iskedyul ng koleksyon

Kung may mga nakikitang paglabag,  
tumawag sa:



**8643-1111 loc. 530**

**PASIG CITY HOTLINE:**

**8643-0000 | 0920-8905313**

[www.pasigcity.gov.ph](http://www.pasigcity.gov.ph)



LUNASOS NG  
**PASIG**  
LUNASOS ANG PAG ASA

# Mga **DAPAT** **MALAMAN** tungkol sa **BASURA**



### ARAW NG KOLEKSYON NG BASURA:

**NABUBULOK**  
(BIODEGRADABLE)

● LUNES, MIYERKULES,  
BIYERNES AT LINGGO

**DI NABUBULOK**  
(NON-BIODEGRADABLE)

● MARTES, HUWEBES AT  
SABADO

ORAS NG KOLEKSYON: \_\_\_\_\_

Front

I.E.C. Leaflets





LUNGAOD NG  
**PASIG**  
UMAGSAP ANG TAG-ASA

**CITY GOVERNMENT OF PASIG  
SOLID WASTE MANAGEMENT OFFICE**

**NABUBULOK**



Tirang pagkain, balat ng prutas, gulay, bahagi ng halaman o puno, basa o maduming papel o tissue

**DI- NABUBULOK**



Plastik, papel, bote, bakal



Pakete ng inumin o pagkain, shampoo, toothpaste, candy wrapper, styrofoam, vinyl tiles, foam, basahan, gamit na plastic bag, ceramics, linoleum, buhok, laminated na paper o karton, atbp.



Baterya, basura mula sa ospital o klinika, bumbilya o flourescent lamp, likidong kemikal, pintura, pestisidyo



Personal protective equipment, expired na gamot, mga medical na karayom at ineksyon, gloves face masks at iba pang infected na gamit medikal.

**COLLECTION SCHEDULE:**

NABUBULOK • LUNES, MIYERKULES, BIYERNES, AT LINGGO  
DI NABUBULOK • MARTES, HUWEBES, AT SABADO

PAALALA: Tumawag sa Solid Waste Management Office - SWMO para sa pagkolekta ng Toxic & Hazardous Waste at Bulky Waste (malalaking basura) upang bukod itong makuha sa iba pang basura.

IEC sticker