



REQUEST FOR QUOTATION

Date: 04 August 2023
RFQ No.: 100-23-05-1289

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 – Local Youth Development Office with an Approved Budget for the Contract (ABC) of **Php 698,000.00**, 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	UOM	Approved Budget		Price Offer	
					Unit Cost	Total Cost	Unit cost	Total Cost
1	String Bag with Logo, - Project: Disaster Ready Ako - Color: White - Type: Canvas - Size: At least W:12 inches x H:16 inches - See attached file for the sample layout		120	pcs	100.00	12,000.00		
2	Committee T-shirt, - Project: Trashformation Color:Black Shirt 4 Pieces - Small (Width: 19 inches,Length: 24 inches) 4 Pieces - Medium (Width: 20 inches,Length: 25 inches) 4 Pieces - Large (Width: 21 inches,Length: 27 inches) 3 Pieces - XLarger (Width: 22 inches,Length: 28 inches) Process: Rubberized Print 60% Cotton, 40% Polyester See attached file for the sample layout		15	pcs	400.00	6,000.00		
3	String Bag with Logo, - Project: Alay Pasasalamat sa Bulilit - Color: White - Type: Nylon - Size: At least W:12 inchesxH:16 inches - See attached file for the sample layout		10000	pcs	50.00	500,000.00		




4	Trophy, - Project: Linggo ng Kabataan (Cheerdance) - Materials: Fiberglass/Acrylic Height: 5 inch to 7 inch - See attached file for the sample layout		3	pcs	1,000.00	3,000.00		
5	Plaque, - Project: Linggo ng Kabataan (Spoken Poetry) Materials: Glass Height: 5 inch to 6 inch Thickness: 1/4 inches See attached file for the sample layout		3	pcs	1,000.00	3,000.00		
6	Plaque, - Project: Linggo ng Kabataan (Rap Battle) Materials: Glass Height: 5 inch to 6 inch Thickness: 1/4 inches See attached file for the sample layout		3	pcs	1,000.00	3,000.00		
7	Plaque, - Project: Trashformation Materials: Glass Height: 10 inch to 13 inch Thickness: 3/8 inches See attached file for the sample layout		3	pcs	2,000.00	6,000.00		
8	Plaque, - Project: Pagkilala sa Natatanging Kabataang Opisyal Materials: Glass Height: 5 inch to 6 inch Thickness: 1/4 inches See attached file for the sample layout		30	pcs	1,000.00	30,000.00		
9	Plaque, - Project: Pagkilala sa Natatanging Kabataang Opisyal Materials: Glass Height: 3 inch to 4 inch Thickness: 1/4 inches See attached file for the sample layout		270	pc	500.00	135,000.00		
Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.			Total		698,000.00			
DELIVERY TERM: 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).

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

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

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.





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



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.

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

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




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



TERMS OF REFERENCE

Mode of Procurement – Small Value

**Supply and Delivery of Customized String Bag, Committee Shirt, Plaque and Trophy
(PR No. 100-23-05-1289)**

FOR: **All Prospect Bidders
Members of the Bids and Awards Committee
Other Concerned**

Below is the minimum specification for the project.

QUANTITY	UNIT	TECHNICAL SPECIFICATION/SCOPE OF WORK
120	Pieces	String Bag with Logo (Item No. 1) Project: Disaster Ready Ako Color: White Type: Canvass Size of Bag: At least W: 12 inches by H: 16 inches Logo Size: W: 8 inches by H: 12 inches See Annex "A" as sample layout
15	Pieces	Committee T-Shirt (Item No. 2) Project: Trashformation Color: Black Shirt Sizes: 4 Pieces - Small (Width: 19 inches,Length: 24 inches) 4 Pieces - Medium (Width: 20 inches,Length: 25 inches) 4 Pieces - Large (Width: 21 inches,Length: 27 inches) 3 Pieces - XLarger (Width: 22 inches,Length: 28 inches) Process: Rubberized Print Type: 60% Cotton, 40% Polyester Logo Size: W: 15 inches, H: 20 inches See Annex "B" as sample layout
10,000	Pieces	String Bag with Logo (Item No. 3) Project: Alay Pasasalamat sa Bullilit Color: White Type: Nylon Size of Bag: At least W: 12 inches by H: 16 inches Logo Size: W: 8 inches by H: 12 inches See Annex "C" as sample layout
3	Pieces	Trophy (Item No. 4) Project: Linggo ng Kabataan (Cheerdance) Materials: Fiberglass/Acrylic Height: 5 inches to 7 inches
3	Pieces	Plaque (Item No. 5) Project: Linggo ng Kabataan (Spoken Poetry) Materials: Glass Height: 5 inches to 6 inches Thickness: 1/4 inches See Annex "D" as sample layout




3	Pieces	Plaque (Item No. 6) Project: Linggo ng Kabataan (Rap Battle) Materials: Glass Height: 5 inches to 6 inches Thickness: 1/4 inches See Annex "E" as sample layout
3	Pieces	Plaque (Item No. 7) Project: Trashformation Materials: Glass Height: 10-inch to 13 inch Thickness: 3/8 inches See Annex "F" as sample layout
30	Pieces	Plaque (Item No. 8) Project: Pagkilala sa Natatanging Kabataang Opisyaes Materials: Glass Height: 5 inches to 6 inches Thickness: 1/4 inches See Annex "G" as sample layout
270	Pieces	Plaque (Item No. 9) Project: Pagkilala sa Natatanging Kabataang Opisyaes Materials: Glass Height: 3 inches to 4 inches Thickness: 1/4 inches See Annex "H" as sample layout

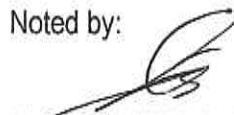
DELIVERY OF SERVICES: Sample layout shall be given to the end-user for checking upon confirmation to proceed for the printing. The supplier shall deliver the items at the Central Supply, Brgy. Sto. Tomas, Pasig City within Thirty (30) working days upon the final approval of the submitted sample.

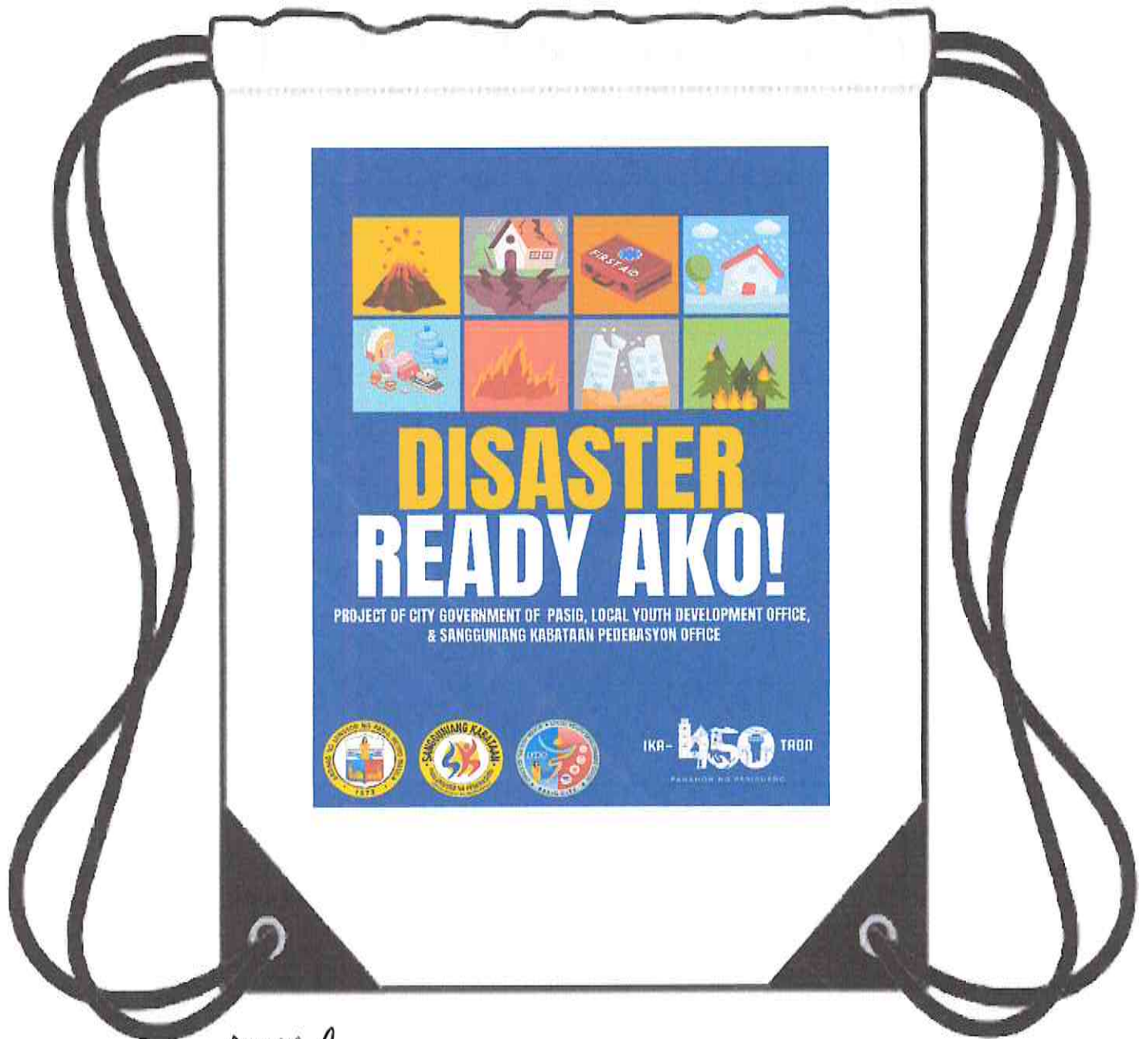
PAYMENT TERMS: Payment shall be made after the complete delivery of required goods and services, and acceptance thereof by the Local Youth Development Office and SK Pederasyon Office. The Local Youth Development Office and SK Pederasyon Office shall not be held liable for any delay in the payment under reasonable and acceptable circumstances.

Prepared by:


GERIE G. LANTACA
Administrative Aide III
Sangguniang Kabataan Pederasyon
City Government of Pasig

Noted by:


CHERIE JOISE C. SERAFIN
Executive Assistant III
Sangguniang Kabataan Pederasyon
City Government of Pasig



Annex A

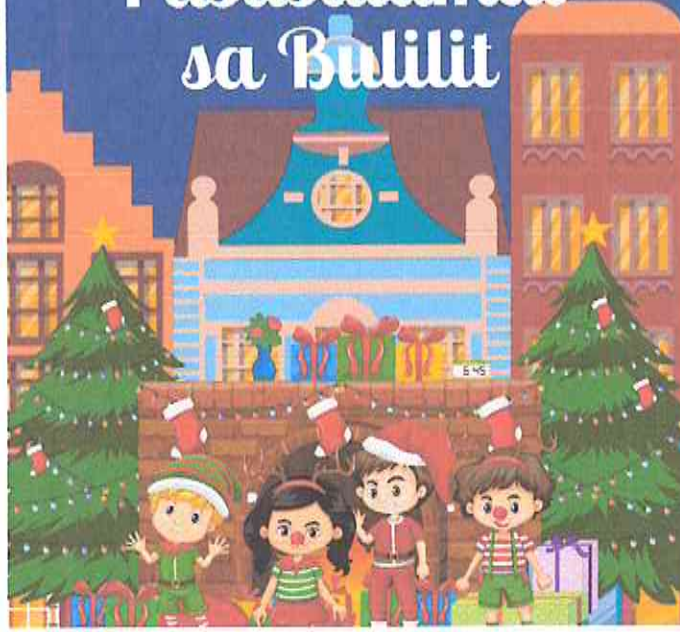


Annex B

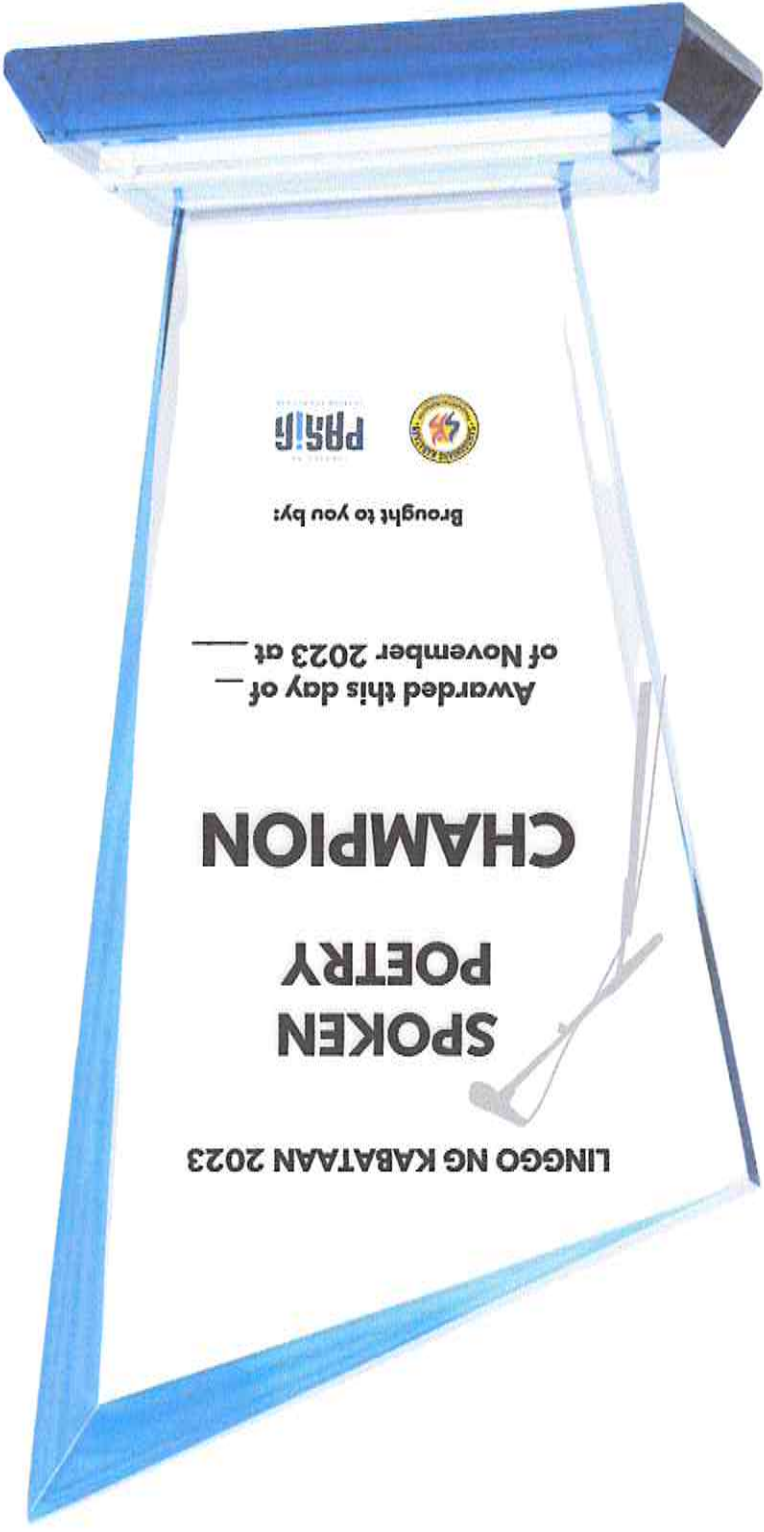
PROJECT OF CITY GOVERNMENT OF PASIG, LOCAL YOUTH DEVELOPMENT OFFICE,
& SANGGUNIANG KABATAAN PEDERASYON OFFICE



Alay Pasasalamat sa Bulilit



Annex C



Annex D



Annex E



**TRASFORMATION: PAROL
MAKING CONTEST 2023**

CHAMPION

**Awarded this day of ___
of November 2023 at ___**

Brought to you by:



Amex F



PAGKILALA SA
NATATANGING KABATAANG
OPISYALES

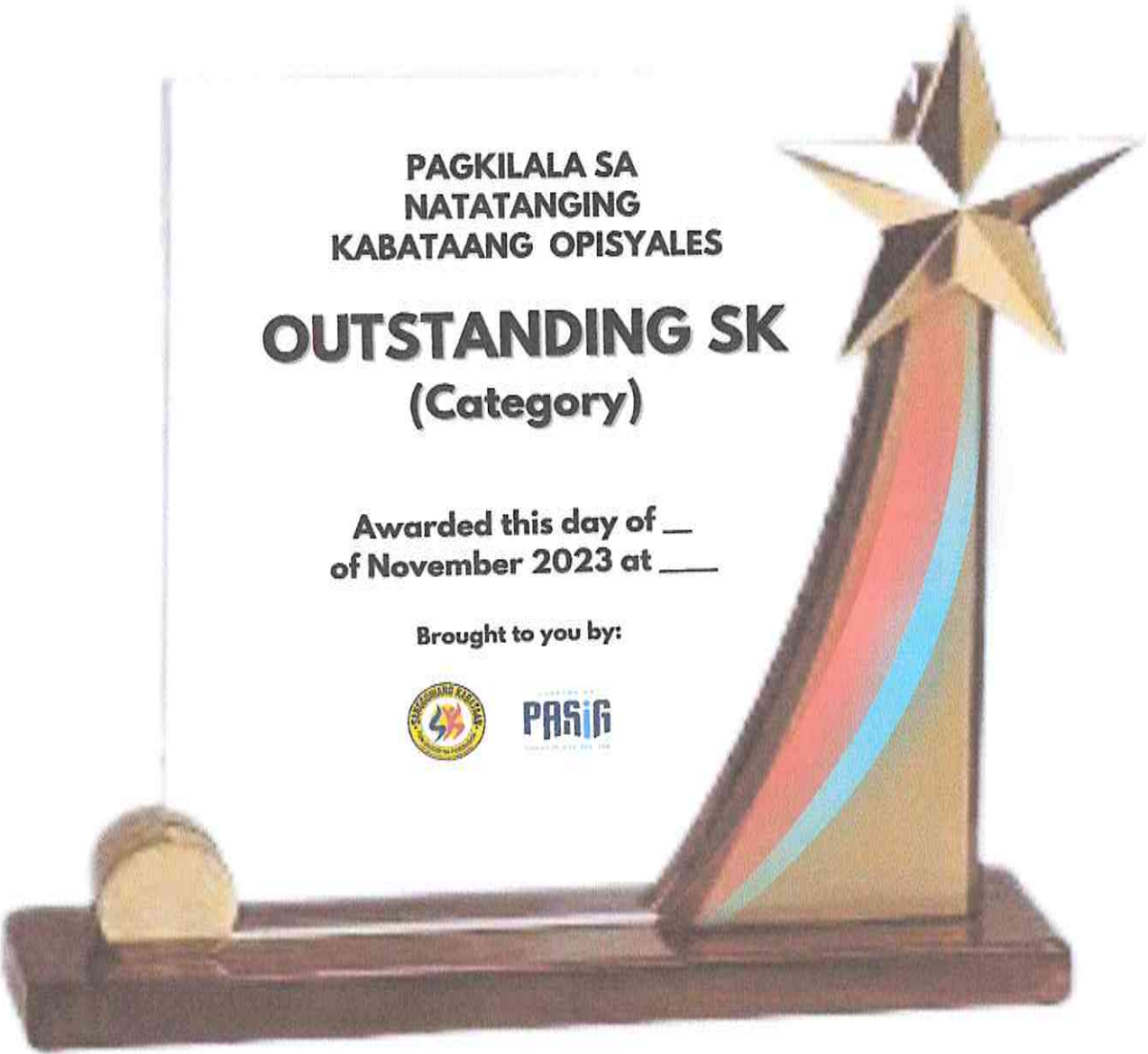
AWARDEE

Awarded this day of ___
of November 2023 at ___

Brought to you by:



Annex G



**PAGKILALA SA
NATATANGING
KABATAANG OPISYALES**

**OUTSTANDING SK
(Category)**

**Awarded this day of ___
of November 2023 at ___**

Brought to you by:



Annex H