



## REQUEST FOR QUOTATION

Date: 08 August 2023  
RFQ No.: 100-23-01-112

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 Office Supplies and Equipment (Lot 3 and Lot 4) – City Treasurer’s Office** with an Approved Budget for the Contract (ABC) of **Php 317,667.25**, 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 3</b>							
7	<b>Web camera,</b> - Dual microphone Max video resolution:1080p Full HD		2	sets	3,437.50	6,875.00		
8	<b>EXTERNAL HARD DRIVE 2TB,</b> - 2 TB slim external hard drive		5	units	5,620.00	28,100.00		
9	<b>Bluetooth Speaker,</b> - Built-In-Microphone 3 (w) output power USB Cable for charging 10M or 30 ft Bluetooth range		2	sets	2,500.00	5,000.00		
10	<b>Wall Fan,</b> - 12-inch blade 2.66kg net weight (approx.) 3.2kg gross weight (approx.) 55 watts 3 speed 1285RPM		2	units	3,856.25	7,712.50		
11	<b>Stand Fan,</b> - Industrial blade 457 mm fan blade (approx.) 3-speed fan speed 1520 RPM		3	units	3,856.25	11,568.75		

	100 watts 6.65 gross weight (approx.) 5.62 n Inclusive of floor and mounting tube							
12	<b>Executive chair,</b> - High back mesh with lumbar support Nylon back frame and armrest Adjustable seat height With tilt mechanism 360-degree swivel function Color - black Dimensions: 56(w) x 59(d) x 95(h) cm (approx.) Weight: 17 kgs.(approx.)		2	units	7,937.50	15,875.00		
13	<b>Office Chair,</b> - Seat material - fabric Back rest material - mesh with armrests Adjustable seat height 360-degree swivel function Star base for stability Color - black Dimensions - 56 (w) x 53 (d) x 90 (h) cm (approx.) Weight - 9 kgs (approx.)		12	units	4,987.50	59,850.00		
14	<b>High Chair,</b> - High chair bar stool Material - artificial leather and chrome steel Colour - Black Size - 49 x 46 x 46 cm (approx.) Highest possible height from seat to floor : 82 cm Minimum Height from seat to floor: 62 cm Rotation/swivel height adjustable		2	unit	3,125.00	6,250.00		
15	<b>portable voice amplifier,</b> - Portable voice amplifier Wireless voice amplifier with waistband, clip on belt, 25w output power transmission distance up to 35 meters Product size: approx. 125*100*58mm		30	unit	2,500.00	75,000.00		
16	<b>6 layer filing cabinet,</b> - 6 layer filing cabinet with enclosure 35" x 17.5" x 87" (inches)		1	unit	15,000.00	15,000.00		
<b>SUBTOTAL</b>					Php 231,23125			
<b>LOT 4</b>								
17	<b>Cylindrical Single Weight Calibration 1kg,</b> - 1 kg Stainless steel		4	pcs	2,232.00	8,928.00		
18	<b>Chrome Plated Set Weights Calibration 1kg,</b> - 1 kg Breakdown: (500g, 200g, 100g (2 pcs.), 50g, 20g, 10g,(2 pcs.), 5g, 2g, (2 pcs.), 1g = 12 pcs.		4	sets	5,880.00	23,520.00		
19	<b>Cylindrical Single Weight Calibration 2kg,</b> - 2 kg Stainless Steel		4	pcs	3,012.00	12,048.00		
20	<b>Cylindrical Single Weight Calibration 5kg,</b>		3	pcs	6,120.00	18,360.00		

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



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

pasigcity.gov.ph

	- 5kg Stainless Steel							
21	Rectangular Single Weights Calibration 5kg, - 5kg Cast Iron		3	pcs	1,584.00	4,752.00		
22	Rectangular Single Weights Calibration 10kg, - 10kg Cast Iron		3	pcs	2,580.00	7,740.00		
23	Rectangular Single Weights Calibration 20kg, - 20 kg Cast Iron		3	pcs	3,696.00	11,088.00		
<b>SUBTOTAL</b>					86,436.00	86,436.00		
<b>Note:</b> Other terms and conditions are stipulated in the attached Terms of Reference, if any.			<b>Total</b>		<b>317,667.25</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):

- 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

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



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

pasigcity.gov.ph

- 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

**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](mailto:bidsandawards@pasigcity.gov.ph) \*

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

**TERMS OF REFERENCE**

**PURCHASE REQUEST NUMBER** : **100-23-01-112**  
**DEPARTMENT** : **TREASURY DEPARTMENT**  
**SUBJECT** : **DELIVERY TERMS**  
**DATE** : **May 24, 2023**

Please find below the delivery terms for the following:

**LOT 1**

- a. First delivery within 30 days
- b. Second delivery within 60 days after the first delivery.
- c. Third delivery within 60 days after the 2nd delivery.
  - Bottled Water - 2,400 (1st delivery) - 2,350 (2nd delivery) - 2,350 (3rd delivery)
  - Biscuits - 2,700 (1st delivery) - 2,650 (2nd delivery) - 2,650 (3rd delivery)
  - Paper cups - 60 (1st delivery) - 50 (2nd delivery) - 50 (3rd delivery)
  - Coffee - 2,500 (1st delivery) - 2,500 (2nd delivery) - 2,420 (3rd delivery)



**LOT 2**

- a. First Delivery within 30 days
  - White Trash Bag - 2,547 packs
  - Blue Trash Bag - 2,547 packs
- b. Second delivery within 90 days after the first delivery.
  - White Trash Bag - 2,547 packs
  - Blue Trash Bag - 2,547 packs

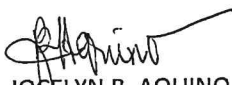
**LOT 3**

- a. Delivery - 30 days

**LOT 4**

- a. Delivery - 45 days

Prepared by:




JOCELYN B. AQUINO  
Admin. Asst. I

Noted by:



MARITA A. CALAJE  
City Treasurer

Certified True Copy:



ATTY. FORTS MIGUEL D. LOPEZ  
OIC, Procurement Management Office