



## REQUEST FOR QUOTATION

Date: 17 August 2023

RFQ No.: R1 100-23-06-1439

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, Delivery and Printing of T-Shirt and Food Provision – Traffic and Parking Management Office** with an Approved Budget for the Contract (ABC) of **Php 599,461.00**, 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, which shall be awarded as separate contracts per item. 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>Traffic Information and Education</b> <ul style="list-style-type: none"> <li>- Breakfast and Coffee for (TIE) Activities to be conducted every Sunday participated by TPMO Personnel and Office.</li> <li>- 1. Month of September 3, 10, 17, and 24, 2023 – 600 packs</li> <li>- 2. Month of October 1, 8, 15, and 2023 – 600 packs</li> <li>- 3. Month of November 5, 12, 19, and 26, 2023 – 600 packs</li> <li>- 4. Month of December 3, 10, and 17, 2023 – 600 packs</li> </ul> <b>Note:</b> Please see attached of Term of Reference		2,250	Packs	120.00	270,000.00		
2	<b>Traffic Information and Education (T-Shirt)</b> <ul style="list-style-type: none"> <li>- T-Shirt (with Print)</li> <li>- Neck: Round</li> <li>- Pattern: Printed</li> <li>- Material: Cotton</li> <li>- Color: Blue</li> <li>- Size: Qty:</li> <li>- Small 105</li> <li>- Medium 201</li> <li>- XL 204</li> <li>- 2XL 100</li> </ul>		671	Pcs	491.00	329,461.00		



- 3XL	51							
- 4XL	10							
<b>Note:</b> Please see attached of Term of Reference & Sample Photo of T-shirt								
<b>Note:</b> Other terms and conditions are stipulated in the attached Terms of Reference, if any.				<b>Total</b>	<b>599,461.00</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):

- 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.

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

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

 pasigcity.gov.ph

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, Jr.**  
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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 [pasigcity.gov.ph](http://pasigcity.gov.ph)

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## TERMS OF REFERENCE

I - **Technical Specification:**

II - **Activity Title: Traffic Information and Education (TIE)**

III – **Target Days of Completion: T-Shirt & Whole Year for Food Packs every Sunday morning**

IV – **Subject: For the use of traffic and Parking Management**

V – **Venue: Quadrangle Front in Pasig City Hall**

**T-Shirt Specs & Target Days of Completion: 30 Days**

No.	General Description	Sizes	Qty.
1	T-shirt (with print) Neck: Round Pattern: Printed Material: Cotton 99% Size: Small to XXXL Color: Blue  Please see attached TOR	Small	105
		Medium	201
		XL	204
		2XL	100
		3XL	51
		4XL	10
		<b>Total:</b>	<b>671</b>

**Specs & Size of Logo:**

### FRONT OF T-SHIRT

1. PASIG BRANDING: H- 3" W- 4"
2. TPMO LOGO: H- 3" PROPORTION
3. PASIG LOGO: H- 2.5" PROPORTION
4. TIE: H- 6" W- 8"

### BACK OF T-SHIRT


5. TPMO BACK: H- 2" W- 6"
6. PASIG LOGO: H- 2.5" PROPORTION

**NOTE: PLEASE SEE SAMPLE PHOTOS OF T-SHIRT.**

**Foods Packs Every Sunday Morning @ Quadrangle Front in Pasig City Hall**

Months	Date	Quantity / Size	Remarks
September	September 3, 2023	150 packs	<b>-Breakfast (Tapsilog)</b> <b>-Coffee – 3in1 Coffee with Cup &amp; Hot Water.</b> <b>- Bottled Water 330ml</b>  <b>Time of Delivery 6:00am</b>  <b>Venue: Quadrangle Front in Pasig City Hall</b>
	September 10, 2023	150 packs	
	September 17, 2023	150 packs	
	September 24, 2023	150 packs	
October	October 1, 2023	150 packs	
	October 8, 2023	150 packs	
	October 15, 2023	150 packs	
	October 22, 2023	150 packs	
November	November 5, 2023	150 packs	
	November 12, 2023	150 packs	
	November 19, 2023	150 packs	
	November 26, 2023	150 packs	
December	December 3, 2023	150 packs	
	December 10, 2023	150 packs	
	December 17, 2023	150 packs	

Prepared by:



**T/O Dennis Diesta**  
Logistic Officer, TPMO

