



REQUEST FOR QUOTATION

Date: 30 August 2023

RFQ No.: 100-23-07-1635

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 **Printing and Binding of 2024 Annual Investment Program (AIP) – City Planning and Development Office** with an Approved Budget for the Contract (ABC) of **Php 260,000.00**, 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
Pasig City's Annual Investment Program (AIP) 2024								
1	Printing and Binding, Product: Manual Title: Annual Investment Program (AIP) 2024 Number of Copies: 104 copies Number of Pages: 380 pages Size of Paper: 8.5" x 13" Type of Paper: Book/Bond paper (70 gsm) inside Printing: 15 pages full-colored printing, 365 pages black and white printing. Back-to-back printing will start after the "Table of Contents" With flyleaf on the 1st and last page of the manual With title of the manual on the spine of the manual Cover: PUR or Perfect Bound Colored Delivery Period: 45 days after issuance of Notice to Proceed (NTP)		104	copies	2,500.00	260,000.00		
Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.					Total	260,000.00		
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).

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.

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

Activity Title	PRINTING AND BINDING OF 2024 ANNUAL INVESTMENT PROGRAM (AIP)
Budget Reference Code	1000-000-2-1-09-002-001-000
Budget Account Code	5-02-99-020
PR Number	100-23-07-1635

ITEM	NUMBER OF COPIES	BUDGET/COPY	TOTAL BUDGET
Annual Investment Program (AIP) 2024	104	Php 2,500.00	Php 260,000.00

SPECIFIC DETAILS:

1. Product : Manual

Title: Annual Investment Program (AIP) 2024

Number of Copies: 104 copies

Number of Pages: 380 pages

Size of Paper: 8.5" x 13"

Type of Paper: Book/Bond paper (70 gsm) inside

Printing: 15 pages full-colored printing, 365 pages black and white printing

Back-to-back printing of black and white pages will start after the "Table of Contents"

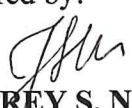
With flyleaf on the 1st and last page of the manual

With title of the manual on the spine of the manual

Cover: PUR or Perfect Bound Colored

Delivery Period: 45 days after issuance of Notice to Proceed (NTP)


Prepared by:


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CGDH II – City Planning and Development Officer

JSN/Mydocuments/TOR_AIP_2024_Printing