



## REQUEST FOR QUOTATION / INVITATION FOR NEGOTIATION NEGOTIATED PROCUREMENT – TWO FAILED BIDDINGS

Date: 03 October 2023  
RFQ No.: 100-23-09-2022

1. The **CITY GOVERNMENT OF PASIG**, through the Bids and Awards Committee (“BAC”), has a procurement project for the **Supply and Delivery of Various Supplies – PCCH** with an Approved Budget for the Contract (“ABC”) of One Million Nine Hundred Seventy Five Thousand Four Hundred Ten Pesos Only (Php 1,975,410.00).
2. A complete set of the Request for Quotation (“RFQ”) may be acquired by interested bidders upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines on issued by the GPPB, in the amount of **Five Thousand Pesos (Php 5,000.00)**.
3. Bidders, except those who have previously participated in any of the last two (2) failed biddings, are required to pay the applicable fee for the sale of RFQ not later than the deadline for the Submission and Receipt of the Best Offers/Quotation.
4. The procurement will be conducted through **Negotiated Procurement – Two Failed Biddings** in accordance with Section 53.1 of the 2016 Revised Implementing Rules and Regulations (“IRR”) of Republic Act No. 9184 (“R.A. No. 9184”).
5. The project shall be awarded as one project having several items that shall be awarded as one contract. Quotations received in excess of the ABC shall be rejected.
6. Interested bidders may obtain further information from the Procurement Management Office at the address given below during office hours, Monday to Friday, from 8:00 A.M. to 5:00 P.M.

---

### PASIG BIDS AND AWARDS COMMITTEE

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



(02) 8628-3395 \* (02) 8641-1111 loc 1461 \*  bidsandawards@pasigcity.gov.ph \*



pasigcity.gov.ph

7. The schedule of activities are as follows:

ACTIVITIES	SCHEDULE
Advertisement/Posting of Request for Quotation	03 October 2023
Negotiation	09 October 2023 at 10:00 A.M., 7 <sup>th</sup> Floor Meeting Room, Pasig City Hall, Caruncho Avenue, San Nicolas, Pasig City

8. Following completion of the negotiations, the BAC shall request all suppliers, contractors or consultants in the negotiation proceeding to submit on a specified date, the following documents, in a sealed envelope addressed to the "Bids and Awards Committee, 4<sup>th</sup> Floor, Pasig City Hall" and properly marked with the project title, name of bidder, address of the bidder, and contact details of the bidder:

- Valid PhilGEPS Certificate of Registration and Platinum Membership
- Mayor's Permit (or 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)
- Latest Income Tax Return for the preceding Tax Year, whether calendar or fiscal
- Omnibus Sworn Statement supported by an attached document showing proof of authorization, i.e. duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture or a Special Power of Attorney, in case of Sole Proprietorship
- Duly accomplished Request for Quotation
- Certificate or recognition of at least two (2) satisfactory service from previous institutional clients

9. Quotations submitted after the scheduled submission of quotations shall not be accepted.

10. Award of contract shall be made to the supplier, contractor or consultant determined to have the Single or Lowest Calculated and Responsive Quotation (for goods and infrastructure projects) or Single or Highest Rated and Responsive Proposal (for consulting services).

---

**PASIG BIDS AND AWARDS COMMITTEE**

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



(02) 8628-3395 \* (02) 8641-1111 loc 1461 \*  bidsandawards@pasigcity.gov.ph \*



pasigcity.gov.ph

Page 2 of 18 | RFQ No. 100-23-002-462 | IAN |

11. To guarantee the faithful performance of the winning bidder's obligation, it shall post a Performance Security prior to the signing of the contract, in accordance with any of the following forms prescribed in Section 39.2 of the 2016 Revised IRR of R.A. No. 9184.
12. The Performance Security shall remain valid until issuance by the City Government of Pasig of the Certificate of Final Acceptance (Certificate of Completion). The Performance Security may be released after the issuance of the Certificate of Final Acceptance (Certificate of Completion), subject to the conditions stipulated in Section 39.5 of the 2016 Revised IRR of R.A. No. 9184.
13. The **CITY GOVERNMENT OF PASIG** reserves the right to reject any and all proposal/s, cancel or terminate the conduct of procurement activities, or not award the contract in accordance with Sections 35.6 and 41 of the IRR of R.A. No. 9184, without thereby incurring any liability to the affected bidder or bidders.
14. For any clarification, you may contact us at telephone no. (02) 8641-1111 loc. 1461 or send us an email at [bidsandawards@pasigcity.gov.ph](mailto:bidsandawards@pasigcity.gov.ph)



**ATTY. PONCE MIGUEL D. LOPEZ**  
Officer in Charge, Procurement Management Office

---

**PASIG BIDS AND AWARDS COMMITTEE**

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



(02) 8628-3395 \* (02) 8641-1111 loc 1461 \*  [bidsandawards@pasigcity.gov.ph](mailto:bidsandawards@pasigcity.gov.ph) \*



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

Page 3 of 18 | RFQ No. 100-23-002-462 | IAN |

# REQUEST FOR QUOTATION

Date:  
RFQ No.: 100-23-09-2022

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Store/Shop: \_\_\_\_\_

Address: \_\_\_\_\_

TIN: \_\_\_\_\_

PhilGEPS Registration Number (required prior to award): \_\_\_\_\_

Item No.	Item Description	Brand Name  (indicate the "BRAND" be offered, or the manufacturer's name)	QTY	UOM	Approved Budget		Price Offer	
					Unit Cost	Total Cost	Unit Cost	Total Cost
	Lot 2 – Supply Items							
1	4x8 inches Plastic bag, Disposable, Durable, flexible, dustproof, frease proof, thick plastic,		90,000	piece	0.20	18,000.00		

## PASIG BIDS AND AWARDS COMMITTEE

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



(02) 8628-3395 \* (02) 8641-1111 loc 1461 \*  bidsandawards@pasigcity.gov.ph \*



pasigcity.gov.ph

Page 4 of 18 | RFQ No. 100-23-002-462 | IAN |

	odorless, food grade, clear							
2	6x10 inches Plastic bag, Disposable, Durable, flexible, dustproof, frease proof, thick plastic, odorless, food grade, clear		310,000	piece	0.35	108,500.00		
3	20x30 inches Plastic "labo" bag, Disposable, Durable, flexible, dustproof, frease proof, thick plastic, odorless, food grade, clear		60,000	piece	2.50	150,000.00		
4	Bleach, color safe, 3785ml/btl, Deodorizing , Gentle Cleanser, Color Protecting, Antibacteri al,Stain Removal		24	bottle	450.00	10,800.00		

**PASIG BIDS AND AWARDS COMMITTEE**

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



(02) 8628-3395 \* (02) 8641-1111 loc 1461 \*  bidsandawards@pasigcity.gov.ph \*



pasigcity.gov.ph

Page 5 of 18 | RFQ No. 100-23-002-462 | IAN |

5	Bleach, Original, 3785 ml/btl, Deodorizing, Whitening, Antibacterial , Stain Removal		24	bottle	450.00	10,800.00		
6	Broom, Plastic, Durable, Long Lasting, Thick Brush		4	piece	300.00	1,200.00		
7	Brown paper bag, disposable, #4Size, Thic k, Durable, Paper craft, Clean		28,000	piece	0.50	14,000.00		
8	Dishwashin g Liquid, Antibacteri al,Scented, Antibacteri al, Pleasant Scent, Deodorizing , Grease- cutting, gentle on hands, thick consistency		180	gal	375.00	67,500.00		
9	Disinfectant Spray, 510g/btl,		36	bottle	790.00	28,440.00		

---

**PASIG BIDS AND AWARDS COMMITTEE**

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



(02) 8628-3395 \* (02) 8641-1111 loc 1461 \*  bidsandawards@pasigcity.gov.ph \*



pasigcity.gov.ph

Page 6 of 18 | RFQ No. 100-23-002-462 | IAN |

10	Food Service Cart, 3-tier, Stainless Steel, Fabricated, at least 190x50x90cm, Durable, Long Lasting, Thick Material, with sturdy wheels		2	unit	50,000.00	100,000.00		
11	Hand Roll (Bathroom) Tissue, 3-ply, 12 rolls/pack, thick, 3-ply, Virgin pulp, White		450	pack	220.00	99,000.00		
12	Hand Soap Liquid, Anti-Bacterial, Scented, 3.78L/Btl, Antibacterial, Pleasant Scent, Deodorizing, Grease-cutting, Gentle on hands, Thick Consistency		36	bottle	340.00	12,240.00		
13	Kitchen towel, Paper, Pull-		240	pack	70.00	16,800.00		

**PASIG BIDS AND AWARDS COMMITTEE**

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



(02) 8628-3395 \* (02) 8641-1111 loc 1461 \*  bidsandawards@pasigcity.gov.ph \*



pasigcity.gov.ph

Page 7 of 18 | RFQ No. 100-23-002-462 | IAN |

	ups,Thick, 3-ply, Virgin Pulp, Interfolded, White							
14	Mop with spinner and bucket, Dimension: 46cm x 26cm x 25cm at least, Durable, Mop head (Thick, Round, Microfiber) without wheels		1	piece	2,025.0 0	2,025.00		
15	Paper bowl with tight lid, Disposable, 390 cc, Food Grade,Thick material, Durable, Laminated, Tight Lid, White		15,000	piece	5.00	75,000.00		
16	Paper Box, Disposable, Laminated, 6.5"x5"x2, Food Grade, Thick Material, Durable,		180,000	piece	5.00	900,000.00		

---

**PASIG BIDS AND AWARDS COMMITTEE**

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



(02) 8628-3395 \* (02) 8641-1111 loc 1461 \*  bidsandawards@pasigcity.gov.ph \*



pasigcity.gov.ph

Page 8 of 18 | RFQ No. 100-23-002-462 | IAN |



	Laminated, With side lock, White							
17	Paper cups, 10 oz capacity with lid, Food Grade, Thick material, Durable, Laminated, Tight Lid, White		12,000	piece	2.50	30,000.00		
18	Hand gloves, Latex, Disposable, Large, 100pcs/pac k, Thick material, Durable Stretchable, Water and oil proof, Hypoallerge nic, Non- toxic, Blue		150	pack	120.00	18,000.00		
19	Plastic Wrap, 12"x300 meters,Food Grade, Thick Plastic, Stretchable, Clear		150	roll	550.00	82,500.00		
20	Soap Bar, Antibacteri		120	piece	49.00	5,880.00		

---

**PASIG BIDS AND AWARDS COMMITTEE**

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



(02) 8628-3395 \* (02) 8641-1111 loc 1461 \*  bidsandawards@pasigcity.gov.ph \*



pasigcity.gov.ph

Page 9 of 18 | RFQ No. 100-23-002-462 | IAN |

	al, 85g, Scented, Antibacteri al								
21	Cellophane Tape, 1 inch, (24mmx50y ards), thick, high adhesive, stretchable, clear		900	piece	26.00	23,400.00			
22	Scrubbing Pad, 95mm x 150mmx 8mm approximat e, Thick, Heavy duty, Compacted, Longlasting		75	piece	75.00	5,625.00			
23	Sponge, for dishwashing, 110mmx 75mm x 30mm approximate , Absorbent, Long Lasting, Yellowwith Green Pad		90	piece	30.00	2,700.00			
24	Spork, White, Disposable, Plastic, Clean, No Black Spots		150,000	piece	1.25	187,500.00			
25	Spray Bottle, Plastic,		5	piece	100.00	500.00			

---

**PASIG BIDS AND AWARDS COMMITTEE**

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



(02) 8628-3395 \* (02) 8641-1111 loc 1461 \*  bidsandawards@pasigcity.gov.ph \*



pasigcity.gov.ph

Page 10 of 18 | RFQ No. 100-23-002-462 | IAN |

## TERMS OF REFERENCE

### LOT 2: Non-Food Supplier of the Pasig City Children's Hospital - Child's Hope Nutrition and Dietetics Section

#### A. Rationale

The service of a competent and dependent non-food supplier is required to deliver cleaning materials, kitchen utensils, disposable wares and other non-food supplies at Pasig City Children's Hospital - Child's Hope Nutrition and Dietetics Section. The delivery of a supplier under such terms and conditions imposed by PCCH shall ensure that the supplies are clean and in good condition as it will be used in preparation of patient meals.

#### B. Scope

1. The Child's Hope Nutrition and Dietetics Section shall have a supplier of all the non-food materials needed in food preparation and service.
2. The supplier is responsible in delivering non-food items requested in the purchase order with a reasonable price. The deliveries must meet the specifications stated.

#### C. Role of Pasig City Children's Hospital "Child's Hope"

The Child's Hope shall:

1. Provide the requisition slip which indicates the quantity and specifications of a food item to order then submit it to the supplier. The Hospital Dietitians shall base the quantity of the items to order on the patient census. Written orders shall be verified by the approving officers.
2. The purchase order should be checked against the invoice. Check the items delivered if they meet the specifications requested before receiving. Make sure the weight and number of the item is right and equal to the purchase order by weighing and counting the items one by one. Ensure also if the items are all in good condition. If the items failed to meet the specifications, the receiving person/clerk shall return the item to the supplier for replacement.

#### D. Role of Supplier

The Supplier should:

Provide samples of the following items

---

#### PASIG BIDS AND AWARDS COMMITTEE

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



(02) 8628-3395 \* (02) 8641-1111 loc 1461 \*  bidsandawards@pasigcity.gov.ph \*



pasigcity.gov.ph

Page 13 of 18 | RFQ No. 100-23-002-462 | IAN |

ITEM NO.	GENERAL DESCRIPTION	SPECIFICATION
1	4x8 inches plastic bag, disposable	Durable, flexible, dustproof, greaseproof, thick plastic, odorless, food grade, Clear
2	6x10 inches plastic bag, disposable	Durable, Flexible, Dustproof, Greaseproof, Thick Plastic, Odorless, Food grade, Clear
3	20 x 30 inches plastic "labo" bag, disposable	Durable, Flexible, Dustproof, Greaseproof, Thick Plastic, Odorless, Food grade, Clear
7	brown paper bag, disposable, #4	Thick, Durable, Paper Kraft, Clean
8	dishwashing liquid, antibacterial, scented	Antibacterial, Pleasant Scent, Deodorizing, Grease-cutting, Gentle on hands, Thick Consistency
15	paper bowl with tight lid, disposable, 390 cc	Food grade, Thick material, Durable, Laminated, Tight Lid, White
16	paper box, disposable, laminated, 6.5"x5"x2" approx...	Food grade, Thick material, Durable, Laminated, With side lock. White
17	paper cups, 50's/pack, 10oz capacity with lid	Food grade, Thick material, Durable, Laminated, Tight Lid, White
18	hand Gloves, latex, disposable, large, 100pcs./ pack	Thick material, Durable, Stretchable, Water and oil Proof, Hypoallergenic, Non-toxic, Blue
19	plastic wrap, 12"x300 meters approx..	Food Grade. Thick Plastic. Stretchable, Clear
22	scrubbing pad, 95mm x 150mm x 8mm	Thick, Heavy Duty, Compacted, Long Lasting
23	sponge, for dishwashing, 110mm x 75mm x 30mm approx...	Absorbent, Long Lasting, Yellow with Green Pad
24	spork, white, disposable	Clean, No Black Spots
26	steel wool ball, stainless steel, 30-50g	Compacted, Long Lasting
27	straw, hard, plastic	Food Grade, Green, 11 inches long, approx. 0.5-0.8cm in diameter

The end-user will also provide samples of the items stated above for comparison.

1. Deliver the items based on the specification ordered by the PCCH Dietary. If the items did not meet the set specifications, the Dietitian/receiving person should reject and return

---

**PASIG BIDS AND AWARDS COMMITTEE**

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



(02) 8628-3395 \* (02) 8641-1111 loc 1461 \*  bidsandawards@pasigcity.gov.ph \*



pasigcity.gov.ph

- the item. The Supplier should replace it right away.
2. Delivery personnel should be a holder of a valid health certificate issued by a local government unit to be submitted during post-qualification procedure, since items are for food packaging.
  3. Have an equipment like push cart to transport the deliveries from their vehicle up to the Dietary Section's storage area

**E. Delivery Terms**

- The delivery will start upon the issuance of the Notice to Proceed, on a staggered basis within 60 days, but not to exceed December 31, 2023. The supplier is required to deliver supplies within 48 hours upon receiving the Requisition Slip from the end-user. The schedule is twice a week, during Tuesdays and Fridays at 1:00 p.m. to 1:30 p.m.

**F. Payment Term**

The supplier shall bill the client for the expense of the items after 45 days from complete delivery.

**G. Basic Qualification Requirement**

The Supplier must have a proven competent track record in various supplies delivery with the following eligibility requirements:

1. Certification or recognition of at least two (2) Satisfactory Service from previous institutional clients

**H. Criteria for Selection**

Bidders are required to submit to the Bids and Awards Committee (BAC) their Price Quotation. The bidder presented the most reasonable and lowest price of food supplies will be selected.

---

**PASIG BIDS AND AWARDS COMMITTEE**

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



(02) 8628-3395 \* (02) 8641-1111 loc 1461 \*  bidsandawards@pasigcity.gov.ph \*



pasigcity.gov.ph

Page 15 of 18 | RFQ No. 100-23-002-462 | IAN |

## Omnibus Sworn Statement (Revised)

*[shall be submitted with the Bid]*

---

REPUBLIC OF THE  
PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_) S.S.

### AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

*[If a sole proprietorship:]* I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

*[If a partnership, corporation, cooperative, or joint venture:]* I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

*[If a sole proprietorship:]* As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

*[If a partnership, corporation, cooperative, or joint venture:]* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

---

### PASIG BIDS AND AWARDS COMMITTEE

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



(02) 8628-3395 \* (02) 8641-1111 loc 1461 \*  bidsandawards@pasigcity.gov.ph \*



pasigcity.gov.ph

Page 16 of 18 | RFQ No. 100-23-002-462 | IAN |

3. [Name of Bidder] is not “blacklisted” or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting:**
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. *[Select one, delete the rest:]*

*[If a sole proprietorship:]* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working

Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a partnership or cooperative:]* None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a corporation or joint venture:]* None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:

---

**PASIG BIDS AND AWARDS COMMITTEE**

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



(02) 8628-3395 \* (02) 8641-1111 loc 1461 \*  bidsandawards@pasigcity.gov.ph \*



pasigcity.gov.ph

Page 17 of 18 | RFQ No. 100-23-002-462 | IAN |

- a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_ day of \_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_, Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*

Affiant

***[Jurat]***

*[Format shall be based on the latest Rules on Notarial Practice]*

---

**PASIG BIDS AND AWARDS COMMITTEE**

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



(02) 8628-3395 \* (02) 8641-1111 loc 1461 \*  bidsandawards@pasigcity.gov.ph \*



pasigcity.gov.ph

Page 18 of 18 | RFQ No. 100-23-002-462 | IAN |