



## REQUEST FOR QUOTATION

Date: 09 October 2023

RFQ No.: 100-23-07-1954

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 Rental of Portable Toilet, Tables, and Chairs for the General Assembly of All Employees of the City Government of Pasig – Human Resource Development Office with an Approved Budget for the Contract (ABC) of **Php 675,000.00**, 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 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*<br><small>(PLEASE DO NOT LEAVE BLANK)</small> | QTY   | UOM | Approved Budget |            | Price Offer |            |
|--------------|--|---|-------|-----|-----------------|------------|-------------|------------|
|              |  |   |       |     | Unit Cost       | Total Cost | Unit cost   | Total Cost |
| <b>LOT 1</b> |  |   |       |     |                 |            |             |            |
| 1            | <b>Table Rental</b> <ul style="list-style-type: none"><li>- * 100 pcs</li><li>- * 8ft long by 32 inches wide foldable rectangular table</li><li>- * color white</li><li>- * With white table cloth cover</li><li>- * Seating Capacity of 8-10 persons</li></ul>  |   | 100   | pcs | 350.00          | 35,000.00  |             |            |
| 2            | <b>Chairs Rental</b> <ul style="list-style-type: none"><li>- * 8,000 pcs</li><li>- * Heavy Duty monoblock chair</li><li>- * Color white</li><li>- * Lightweight stackable polypropylene chair</li><li>- * Height minimum of 38 inches</li><li>- * Width minimum of 15 inches</li><li>- * Seat height minimum of 18 to 20 inches</li><li>- * Frame weight minimum of 2.5 to 3 kgs</li><li>- * Can hold up to 200 kgs.</li></ul> |   | 8,000 | pcs | 50.00           | 400,000.00 |             |            |

| LOT 2  |  |  |              |       |                   |            |  |
|--|--|--|--------------|-------|-------------------|------------|--|
| 3  | <b>Portable toilets rental</b><br>- * 12 units<br>- 4 units – for Male<br>- 6 units – for Female<br>- 2 units – for all Gender<br>- * 88 to 90 inches tall, 43 to 44 inches wide and 46 to 48 inches deep<br>- * Well ventilated<br>- * Air Conditioned<br>- * With Flush<br>- * Must clean every 30 minutes<br>- <b>SEE ATTACHED TERMS OF REFERENCE</b> |  | 12           | units | 20,000.00         | 240,000.00 |  |
| <b>Note:</b> Other terms and conditions are stipulated in the attached Terms of Reference, if any. |  |  | <b>Total</b> |       | <b>675,000.00</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.*


### TERMS OF REFERENCE


**Rental Services for Tables, Chairs and Portable Toilets to be used for the Pasig City Hall Employees General Assembly 2023**

| Rental Services for Tables, Chairs and Portable Toilets | Minimum Requirements  |
|---|---|
| 1. Estimated Budget                                     | Php 675,000.00  |
| 2. Scope  | <b>Lot 1</b><br><b>Tables</b><br>- 100 pcs<br>- 8ft long by 32 inches wide foldable rectangular table<br>- Color White<br>- With white table cloth cover<br>- Seating Capacity of 8-10 person<br><br><b>Chairs</b><br>- 8,000 pcs<br>- Heavy duty monoblock chair<br>- Color white<br>- Lightweight stackable polypropylene chair<br>- Height minimum of 38 inches<br>- Width minimum of 15 inches<br>- Seat height minimum of 18 to 20 inches<br>- Frame weight minimum of 2.5 to 3 kgs<br>- Can hold up to 200 kgs<br><br><b>Lot 2</b><br><b>Portable Toilets</b><br>- 12 units<br>4 units – for Male<br>6 units – for Female<br>2 units – for All Gender<br>- 88 to 90 inches tall, 43 to 44 inches wide and 46 to 48 inches deep<br>- Well ventilated<br>- Air-conditioned<br>- with Flush<br>- Must clean every 30 minutes |
| 3. Delivery Term / Place                                | The winning supplier is in-charge of delivery, set-up and dismantling of all Table, Chairs and Portable Toilets before and after the event/activity.<br><br><b>* Complete Set-up until 12:00 noon of December 15, 2023 at Rizal High School Oval</b><br><b>* Complete Dismantling earliest after the event on Rizal High School Oval or as early as 8:00 am of December 16, 2023.</b>   |
| 4. Payment  | One-time payment shall be made upon the issuance by the HRDO of the Certificate of Acceptance of the Rental Services (Tables, Chairs and Portable Toilets)  |

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



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

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|                   |  |
|-------------------|--|
| 5. Cost Breakdown | <p>Tables - 350.00 x 100 pcs = 35,000.00<br/>         Chairs - 50.00 x 8,000 pcs = 400,000.00<br/>         Portable Toilets - 20,000.00 x 12 units = 240,000.00</p> <p>Total Amount = Php 675,000.00</p> |
|-------------------|--|

Prepared By:



**ELVIRA R. FLORES, MNSA, CESE**  
 City Human Resource Development Officer

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*].

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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:**

|   |                          |
|---|--------------------------|
| _____<br><b>Signature over Printed Name</b>   | _____<br><b>Position</b> |
| Duly authorized to sign quotation/offer for and on behalf of _____<br><b>(Please indicate Company Name)</b> |                          |

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