



REQUEST FOR QUOTATION

Date: 09 October 2023
RFQ No.: 100-23-08-2044

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 Hygiene Kits – City Mayor’s Office** with an Approved Budget for the Contract (ABC) of **Php 1,000,000.00**, 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
1	HYGIENE KITS, - Specifications: Contents of each kit: 1. Anti-bacterial Soap 2. Sanitary Napkin 3. Toothbrush 4. Comb 5. Tissue 6. Toothpaste 7. Skin Lotion Packets 8. Wipes 9. Alcohol 10. Facemask 11. Sanitary Disposal Bag 12. Cologne 13. Nail Cutters 14. Mouthwash 15. Shampoo - With CUSTOMIZED TOTE BAG that can fit all the items included in the Hygiene kit. - Please see "Annex A" for logo and tote bag sample (attached with the TOR)		1000	kit	1,000.00	1,000,000.00		

	- Please see attached TOR for further details and requirements.						
Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.			Total	1,000,000.00			
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.*

2044

TERMS OF REFERENCE
PURCHASE REQUEST NO. 100-23-08-2044

PROJECT TITLE	Provision of Hygiene kits to the women affected by man-made disasters and natural calamities
PROponent OFFICE	Office of the City Mayor (OCM), City Disaster Risk Reduction and Management Office (CDRRMO), and City Social Welfare and Development Office (CSWDO)
DATE OF IMPLEMENTATION	2023

I. PROJECT DESCRIPTION:

- To ensure that emergency assistance and support to victims of man-made disasters & natural calamities are gender-responsive.
- To Provide women protection and security in times of disaster, calamities, and other crisis situations, especially in all phases of relief recovery rehabilitation and construction efforts.




II. DELIVERY: 30 CALENDAR DAYS

- The delivery period is within 30 calendar days
- The delivery location will be at O.G.S Central Depot, V. Baltazar St., Brgy. Sto. Tomas, Pasig City

III. REQUIREMENTS:

- Approved by the Food and Drug Administration (FDA) and registered in the Department of Trade and Industry (DTI).
 1. Anti-bacterial Soap – anti-bacterial, bar, at least 60grams, 2 bar per kit.
 2. Sanitary Napkin – with wings, 340mm, 4pads per kit.
 3. Toothbrush – plastic material, medium bristle, adult toothbrush, not foldable, with bristle cover, 1pc. per kit.
 4. Comb – plastic, hair comb, long-handled, Anti-static, wide tooth dense comb, 1pc. per kit.
 5. Tissue – pull-ups, 2-ply, at least 100 pulls per pack or box, 1 pack or box per kit.
 6. Toothpaste – tube, with fluoride, mint flavor, at least 50grams, 1 tube per kit.
 7. Skin Lotion Packets – at least 50ml., with moisturizer, unscented.
 8. Wipes – at least 20 sheets per pack, fresh scent, 2 pack per kit
 9. Alcohol – at least 70ml., bottle, 70% Isoprophyl solution, with moisturizer, 1 bottle per kit.
 10. Facemask – Kn95, at least 20 pcs. per kit.
 11. Sanitary Disposal Bags – trash bag, small, approximately 18x20 inches, biodegradable, at least 20pcs., 20 pcs. per kit.

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12. Cologne – at least 50ml., bottle, fresh/floral scent, 1 bottle per pack
13. Nail Cutters – Nail Clipper #2, 1pc. per kit.
14. Mouth Wash – fluoride mouthwash, bottle, at least 60ml., 1 bottle per kit.
15. Shampoo – at least 13ml. per sachet (3in1), fresh/floral scent, for women shampoo, 5 (3in1) sachets per kit.

IV. CUSTOMIZED TOTE BAG

- At least 10(W) x 12(L) in.
- FABRIC: Cacha #1008
- Double stitching
- Flat tote bag type
- With cacha handles same as the bag and at least 1.5in. thick, same color as bag
- One-side DTF full color print of Pasig City 450th branding logo
- Able to carry at least 2kg.
- COLOR: Off-white/Dirty white
- Please see "Annex A" for logo and tote bag sample.


Prepared By:


Maridel Peronilla
Office of the City Mayor

Noted By:



Ernie Al O. Edralin
Executive Assistant V
Office of the City Mayor

ANNEX "A"

<p>Customized Tote Bag</p> <ul style="list-style-type: none"> • At least 10(W) x 12(L) in. • FABRIC: Cacha #1008 • Double stitching • Flat tote bag type • With cacha handles at least 1.5in. thick, same color as bag • One-side DTF full color print of Pasig City 450th branding logo • Able to carry at least 2kg • COLOR: Off-white/Dirty white/White • Please see Annex "A" for logo and tote bag sample. 	
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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.**

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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.

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



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)