



## REQUEST FOR QUOTATION

Date: 10 October 2023  
RFQ No.: 100-23-05-1251

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 Various Christmas Decorations – Tanghalang Pasigueño** with an Approved Budget for the Contract (ABC) of **Php 636,500.00**, 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 (PLEASE DO NOT LEAVE BLANK)	QTY	UOM	Approved Budget		Price Offer	
					Unit Cost	Total Cost	Unit cost	Total Cost
1	<b>Christmas LED Lights,</b> - Length = 7 meters Watts = 220 Color = Cool White Type = 100 Led Type Steady Christmas String Lights Wire Color = Green		270	pcs	550.00	148,500.00		
2	<b>Christmas Garland,</b> - Size= 270cm (9ft) long, 25cm wide Color= Green and White Unit of Issue = 125 Green pcs and 125 White pcs		250	pcs	520.00	130,000.00		
3	<b>Red Christmas Ball 200 mm,</b> - 6 pcs per Box Color: Red Size: 200 mm Material: Plastic and Round Shape		30	boxes	510.00	15,300.00		
4	<b>Red Christmas Ball 150 mm,</b> - 8 pcs per Box Color: Red Size: 150 mm Material: Plastic and Round Shape		30	boxes	510.00	15,300.00		
5	<b>Red Christmas Ball 120 mm,</b> - 8 pcs per Box Color: Red		25	boxes	510.00	12,750.00		



	Size: 120 mm Material: Plastic and Round Shape							
6	<b>Silver Christmas Ball 200 mm,</b> - 6 pcs per Box Color: Silver Size: 200 mm Material: Plastic and Round Shape		30	boxes	510.00	15,300.00		
7	<b>Silver Christmas Ball 150 mm,</b> - 8 pcs per Box Color: Silver Size: 150 mm Material: Plastic and Round Shape		30	boxes	510.00	15,300.00		
8	<b>Silver Christmas Ball 120 mm,</b> - 8 pcs per Box Color: Silver Size: 120 mm Material: Plastic and Round Shape		25	boxes	510.00	12,750.00		
9	<b>Gold Christmas Ball 200 mm,</b> - 6 pcs per Box Color: Gold Size: 200 mm Material: Plastic and Round Shape		30	boxes	510.00	15,300.00		
10	<b>Gold Christmas Ball 150 mm,</b> - 8 pcs per Box Color: Gold Size: 150 mm Material: Plastic and Round Shape		25	boxes	510.00	12,750.00		
11	<b>Gold Christmas Ball 120 mm,</b> - 8 pcs per Box Color: Gold Size: 120 mm Material: Plastic and Round Shape		25	boxes	510.00	12,750.00		
12	<b>Red Christmas Ball 100 mm,</b> - 12 pcs per Box Color: Red Size: 100 mm Material: Plastic and Round Shape		30	boxes	510.00	15,300.00		
13	<b>Red Christmas Ball 80 mm,</b> - 20 pcs per Box Color: Red Size: 80 mm Material: Plastic and Round Shape		30	boxes	510.00	15,300.00		
14	<b>Red Christmas Ball 60 mm,</b> - 16 pcs per Box Color: Red Size: 60 mm Material: Plastic and Round Shape		25	boxes	510.00	12,750.00		
15	<b>Silver Christmas Ball 100 mm,</b> - 12 pcs per Box Color: Silver Size: 100 mm Material: Plastic and Round Shape		30	boxes	510.00	15,300.00		
16	<b>Silver Christmas Ball 80 mm,</b> - 20 pcs per Box Color: Silver Size: 80 mm Material: Plastic and Round Shape		30	boxes	510.00	15,300.00		

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

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17	<b>Silver Christmas Ball 60 mm,</b> - 16 pcs per Box Color: Silver Size: 60 mm Material: Plastic and Round Shape		25	boxes	510.00	12,750.00		
18	<b>Gold Christmas Ball 100 mm,</b> - 12 pcs per Box Color: Gold Size: 100 mm Material: Plastic and Round Shape		30	boxes	510.00	15,300.00		
19	<b>Gold Christmas Ball 80 mm,</b> - 20 pcs per Box Color: Gold Size: 80 mm Material: Plastic and Round Shape		25	boxes	510.00	12,750.00		
20	<b>Gold Christmas Ball 60 mm,</b> - 16 pcs per Box Color: Gold Size: 60 mm Material: Plastic and Round Shape		25	boxes	510.00	12,750.00		
21	<b>Assorted X-Mas Treammings,</b> - 50 pcs per set Branch Artificial Type of material: Plastic Artificial Berry Christmas Decor Size = Length 40 cm Assorted Color = Red, Silver and Gold Red 100 sets Silver 50 sets Gold 50 sets		200	sets	230.00	46,000.00		
22	<b>Assorted X-Mas Leaves w/ Glitter,</b> - 6 pcs per pack Ponsetia Christmas Leaves Size = 20 cm Color = Silver and Gold Silver 100 sets Gold 100 sets		200	packs	260.00	52,000.00		
23	<b>Ribbon Rolls,</b> - Length: 10 yards per roll Approximately Width: atleast 25mm		50	rolls	100.00	5,000.00		
<b>Note:</b> Other terms and conditions are stipulated in the attached Terms of Reference, if any.					<b>Total</b>	<b>636,500.00</b>		
<b>DELIVERY TERM:</b> Within <b>Thirty (30)</b> calendar days upon the receipt of Notice to Proceed but not to exceed 31 December 2023.								


*\*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.

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- **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), 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

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

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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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