



REQUEST FOR QUOTATION

Date: 10 October 2023
RFQ No.: 100-23-09-1973

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 Dog Food – Pasig City Disaster Risk Reduction and Management Office** with an Approved Budget for the Contract (ABC) of **Php 980,000.00**, 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	Dog Food - High Energy Dog Food - At least 15 kilograms per sack - Contains Vitamins such as Vitamins A, B2, B5, D3, E and K3 - Contain Minerals such as Copper, Zinc, Folic Acid, Selenium Iodine. - Contain Antioxidants - Contain Animal Fats Oil Blend. - Contain Lamb and Beef. - Contain Whole Grain Cereals		280	Sack	3,500.00	980,000.00		
Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.					Total	980,000.00		
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.*





TERMS OF REFERENCE

A. PROCUREMENT TITLE

Procurement of Dog Food for the use of PCDRRMO

B. LOCATION

TBAR Compound, F. Manalo Street, Brgy Sto Tomas, Pasig City

C. PROPONENT AND IMPLEMENTING AGENCY

Pasig City Government – Pasig City DRRMO

D. APPROVED BUDGET OF THE CONTRACT

The ABC for the procurement under this term of reference for the Procurement of Dog Food for the use of PCDRRMO is NINE HUNDRED EIGHTY THOUSAND PESOS ONLY (Php 980,000.00).

E. DELIVERY SCHEDULE

The engagement is for a period of 30 calendar days upon issuance of the notice to proceed.

F. DELIVERY SITE

TBAR Compound, F. Manalo Street, Brgy Sto. Tomas, Pasig City

G. REQUIREMENTS/ SPECIFICATIONS

Specifications are stated in the Purchase Request of Dog Food for the use of PCDRRMO.

H. DELIVERABLES

- Immediate supply and delivery of dog.
- The supplier shall ensure that the dog food to be delivered have a shelf life at least one (1) year from the date of delivery.
- The zoological supplies to be delivered should be of a best quality.
- The supplier shall also ensure that the dog foods to be delivered are properly packed and no holes/punctures or damage in the packaging.

I. OTHER TERMS AND CONDITION:

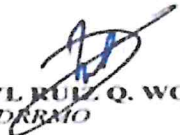
- Perforated, unlabeled and/or improperly labeled packaging shall not be accepted by the end-user.
- Punctured, torn/exploded packaging of the dog food to be delivered due to mishandling of the delivery personnel of the supplier shall be replaced by the supplier.
- Upon delivery, the supplier shall provide personnel to assist in piling/stacking the delivered dog foods at the K9 storage area.



J. PRICING AND PROCESSING

The pricing for the dog food must be:

- a) Inclusive of applicable taxes and other charges
- b) If products to be imported, shipping fees and other relevant fees must also be considered.


BRYANT MERYL RUIZ Q. WONG, RN, EMT, MPM
Chief, Pasig City DRRMO






Caruncho Avenue, Barangay San Nicolas, Pasig City 1600 Metro Manila

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).

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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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.


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

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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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