



## REQUEST FOR QUOTATION

Date: 16 October 2023

RFQ No.: R1 100-23-04-1442

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 Materials for the Training - Seminar of Member of Barangay Anti-Drug Abuse Council – Barangay Affairs Office** with an Approved Budget for the Contract (ABC) of **Php 97,530.00**, 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	<b>Cardboard Special Paper,</b> - Plain White, 200gsm 100pcs/pack (Long)		16	packs	500.00	8,000.00		
2	<b>Plastic envelope with handle,</b> - Transparent enveloped with handle and push lock (Long)		390	pcs	90.00	35,100.00		
3	<b>Spiral Notebook,</b> - 145 x 210 mm / 5.70 x 8.26 inches (80 Leaves)		390	pcs	28.00	10,920.00		
4	<b>Pencil with lead eraser,</b> - No. 2		390	pcs	15.00	5,850.00		
5	<b>Ballpen,</b> - Oil gel pen retractable, Color: Black, Pen tip size: 0.5 mm		390	pcs	12.00	4,680.00		
6	<b>ID Lace,</b> - Lanyard - 36 Inches length/long, 3/4 of an inch wide. (BLUE)		390	pcs	25.00	9,750.00		
7	<b>ID Holder,</b> - Badge holder cards protector, 4x3 inches horizontal ID card name tag holder clear soft vinyl plastic sleeve with waterproof type resealable zip.		390	pcs	35.00	13,650.00		
8	<b>Face Mask,</b> - Surgical, disposable, 50's		8	box	75.00	600.00		


9	<b>Permanent marker,</b> - Color: Black - 12pcs/box		2	box	700.00	1,400.00		
10	<b>Transparent tape,</b> - 1", 15m		10	roll	50.00	500		
11	<b>White board marker,</b> - Color - Black, 12 pcs/box, bullet type		1	box	700.00	700		
12	<b>A4 Bond Paper,</b> - 70 gsm (8.25 x 11.75), 500 sheets per ream		5	ream	320.00	1,600.00		
13	<b>Short Bond Paper,</b> - 70 gsm (8.50 x 11.00), 500 sheets per ream		5	ream	320.00	1,600.00		
14	<b>Long Bond Paper,</b> - 70 gsm (8.50 x 13.00), 500 sheets per ream		5	ream	320.00	1,600.00		
15	<b>Manila Paper,</b> - 36" x 48" 2 Sheets / pack		15	pack/s	20.00	300.00		
16	<b>Colored paper, assorted color, legal, 250's</b>		4	ream	320.00	1,280.00		
<b>Note:</b> Other terms and conditions are stipulated in the attached Terms of Reference, if any.					<b>Total</b>	<b>97,530.00</b>		
<b>DELIVERY TERM:</b> Within <b>Seven (7)</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.*

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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**Terms of Reference for P.R. No. 100-23-04-1442**

Training – Seminar for Barangay Anti-Drug Abuse Council (BADAC) for One (1) Day Training Workshop and Orientation of Various Based Institution for Three (3) Days.

**A. Packaging**

- The supplies/materials that will be mentioned shall be inside each “Plastic Envelope” (Spiral Notebook, Pencil with lead eraser, Ballpen, Id lace, Id holder) the other supplies must be put inside the box (Cardboard special paper, Permanent marker, Facemask, Transparent Tape, Manila Paper, White Board Marker, Colored Paper, A4 Bond Paper, Short Bond Paper, Long Bond Paper)

**B. Supplies/Materials**

- Cardboard Special Paper
- Permanent Marker
- Facemask
- Transparent Tape
- Manila Paper
- White Board Marker
- Colored Paper
- A4 Bond Paper
- Short Bond Paper
- Long Bond Paper
- Plastic Envelope with Handle
  - Spiral Notebook
  - Pencil with Lead Eraser
  - Ballpen
  - Id Lace
  - Id Holder

**Details of the Event**

**Training – Seminar for Barangay Anti-Drug Abuse Council (BADAC), Orientation of Various Based Institution (BBI’s) and Orientation on Responding to Violence Against Women (VAW)**

Place to be deliver: Pasig City Hall 8<sup>th</sup> Floor at Community Relations and Information Office (CRIO)

(BADAC, BBI’s, VAW)	
Supplies/Materials	Number of Materials
Cardboard Special Paper	16
Permanent Marker	2 Box
Facemask	8 Box
Plastic Envelope with Handle	390



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Spiral Notebook	390
Pencil with Lead Eraser	390
Black Ballpen	390
Id Lace	390
Id Holder	390
Transparent Tape	10
White Board Marker	1 Box
A4 Bond Paper	5 Ream
Short Bond Paper	5 Ream
Long Bond Paper	5 Ream
Manila Paper	15 Pack/s
Colored Paper, Assorted color, Legal 250's	4 Pack

**Date of Delivery**

<b>Time of Delivery</b>
7 Days upon NTP

Prepared by:

**Joshuaver D. Olan**  
*Administrative Aide I*

Noted by:

**Cecile Santiago - Blas**  
*Officer-in-Charge*  
*Community Relations and Information Office*



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

PANAHON NG PASIGUEÑO

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

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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), 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.

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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:

\_\_\_\_\_  
Signature over Printed Name


\_\_\_\_\_  
Position

Duly authorized to sign quotation/offer for and on behalf of \_\_\_\_\_  
(Please indicate Company Name)

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