



REQUEST FOR QUOTATION

Date: 23 October 2023
RFQ No.: 100-23-08-1809

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 Office Supplies for Various Trainings – Peace and Order Department** with an Approved Budget for the Contract (ABC) of **Php 85,700.00**, 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	document card case, - Document Card Case A5 size		300	pcs	30.00	9,000.00		
2	Note Fillers, - 5 booklets per pack Assorted Colors 7" x 10"		100	pack	65.00	6,500.00		
3	Colored Paper, - (A4) Assorted Colors 10's per pack		25	pack	40.00	1,000.00		
4	Manila Paper, - 36" x 48" 48gsm		30	pcs	15.00	450.00		
5	Expanding Plastic Envelope with Handle, - Zipper type lock Assorted Colors Long With handle		300	pcs	95.00	28,500.00		
6	Certificate holder, - A4 Size (single) Gray (color)		300	pcs	65.00	19,500.00		
7	Certificate frame,		10	pcs	125.00	1,250.00		

	- A4 size Brown							
8	ID Lanyard, - Color Red 15 1/2 inches (length) 1 inch (width)		274	pcs	30.00	8,220.00		
9	sticker paper, - A4, matte 10pcs. per pack 200 gsm		30	pack	60.00	1,800.00		
10	Special Paper Matte, - A4 size Pale Cream 10's per pack 200gsm		100	pack	40.00	4,000.00		
11	ID Holder, - Transparent Soft Waterproof Card Holder A3 size		274	pcs	20.00	5,480.00		
Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.			Total		85,700.00			
DELIVERY TERM: Within Thirty (30) 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.
- **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:

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

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

 pasigcity.gov.ph

