



REQUEST FOR QUOTATION

Date: 03 November 2023

RFQ No.: 100-23-10-7821

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 **Renta of Stage, Lights, and Sound System, Wellness Kit and Event Shirts for the 450th Araw ng Pasig Senior Citizens Wellness Fest and PDAO Job Fair and Concert – City Mayor's Office** with an Approved Budget for the Contract (ABC) of **Php 765,000.00**, 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 grouped into several lots, which shall be awarded as separate contracts per lot. 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
	Lot 1 -Audio Visual Equipment							
1	Stage, lights and sounds rental, Senior Wellness Fest (December 2, 2023) Rental of stage (elevated platform), light, sound system, led wall, production staff Job Fair and Mini Concert for Persons with Disability (November 18, 2023) -Rental of stage (elevated platform), light, sound system, led wall, band equipment, production staff Please see attached TOR for the delivery dates, location and other details.		1	lot	310,000.00	310,000.00		
				Subtotal:	310,000.00			
	Lot 2 – Wellness Kit							
2	Wellness Kit, - Wellness Kit for Senior Citizens Wellness Fest Packaging: 13x15 inches canvas bag		500	pcs	400.00	200,000.00		

	with Senior Wellness Fest Print Contents: <ul style="list-style-type: none"> - 1 pack Instant Oatmeal 400g - 1 box Crackers 30g x 10 - 3 pcs. sterilized milk 140ml in can - Alcohol Bottle:1 bottle antibacterial 70% isopropyl alcohol 60 ml in spray bottle - Bar of soap: 1 bar antibacterial soap 130 grams - 1 Box of Face Mask (50 pcs) 3 Ply Medical/Surgical earloop mask with 95% filtration - Please see Attached TOR for other details. 							
			Subtotal:		200,000.00			
	Lot 3 – Dri-Fit Shirt							
	dri-fit shirt, <ul style="list-style-type: none"> - Dri-fit shirts for Senior Citizens Wellness Fest white dri-fit collarless shirts with print and sizes according to design/requirements of end users - design:shirts with red "WELLNESS" design 500pcs sizes: small:100 pcs medium:150pcs large:150pcs XL:50pcs XXL:50pcs - design:shirts with yellow "WELLNESS" design 350pcs sizes: small:50 pcs medium:100pcs large:100pcs XL:50pcs XXL:50pcs - Please see Attached TOR for the delivery dates, locations and other details. 		850	pcs	300.00	255,000.00		
			Subtotal:		255,000.00			
	Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.		Total		765,000.00			
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.*

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 PR NO.

RENTAL OF AUDIO VISUAL EQUIPMENT AND STAGE SET-UP
SENIOR WELLNESS FEST 2023
RIZAL HIGH SCHOOL GYM & OVAL

Rental of Audio Visual Equipment and Stage Set up shall conform to the following conditions:

Stage, Sounds and Lights (Technical)

- 1. STAGE SET-UP**
 - 16ft x 24ft (height of stage 3ft or 4ft)
 - Stage roofing
 - Trusses

- 2. SOUND SYSTEM**
 - 10 units linearray
 - 2 units dual subwoofer
 - 4 units monitor speakers
 - 4 units wireless microphone
 - 1 unit 8 channel mixer with effects
 - 1 unit laptop for playback

- 3. ACCESSORIES**
 - 1 lot cables and wires, microphone stand

- 4. LIGHTS**
 - 24 pcs. PCB full color led par
 - 12 units amber wash led par
 - 2 units vertical smoke
 - 4 units audience blinder
 - 12 units moving head beam sharpy
 - 1 unit follow spot
 - 1 unit lights controller

- 5. COVERAGE**
 - 3 Camera set up for live recording of the said event

- 6. LED**
 - 7. 9 x 12 LED WALL (6 sets)
 - 1 unit LED controller
 - 1 unit Wall processor
 - 3 units Sending box
 - 1 unit LED HD TV monitor
 - 1 unit video switcher monitor/ prompter view



- 1 unit Scan Converter
- 1 unit Laptop Computer
- 1 lot Audio Video cables and connectors

8. GENERATOR SET

- 1 x 150kva with gasoline included (start of the program till the end) (aprx 8hrs)

9. STAFF AND CREW

- 2 Production Manager
- 1 Stage Manager
- 4 Production Assistant
- Max of 5 Technical Crew
- Camera Man
- Switcher

Prepared by:


Jalene Chris M. Reyes

Noted by:


Maria Lourdes B. Gonzales
Chairperson, 450th Araw ng Pasig

**TERMS OF REFERENCE
For PR No.**

PROVISION OF WELLNESS KIT FOR SENIOR WELLNESS FEST

Senior Wellness Kit – 500pcs. @ Php400.00

1 pc. CANVASS BAG – 13x15 inches canvass bag with Senior Wellness Fest Print

Content:

1 pack Instant Oatmeal – 400g.

1 box Crackers – 30g. x 10

3pcs. Sterilized milk – 140ml. in can

1 pc. Alcohol – 60ml. Antibacterial 70% isoprophyl in spray bottle

1 pc. Bar soap – 130g Antibacterial soap

1 box Face Mask – 3 ply medical/surgical earloop mask with 95% filtration

To be fully delivered before November 29, 2023.

Prepared by:



Jalene Chris M. Reyes


Noted by:


Maria Lourdes B. Gonzales
Executive Assistant IV

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

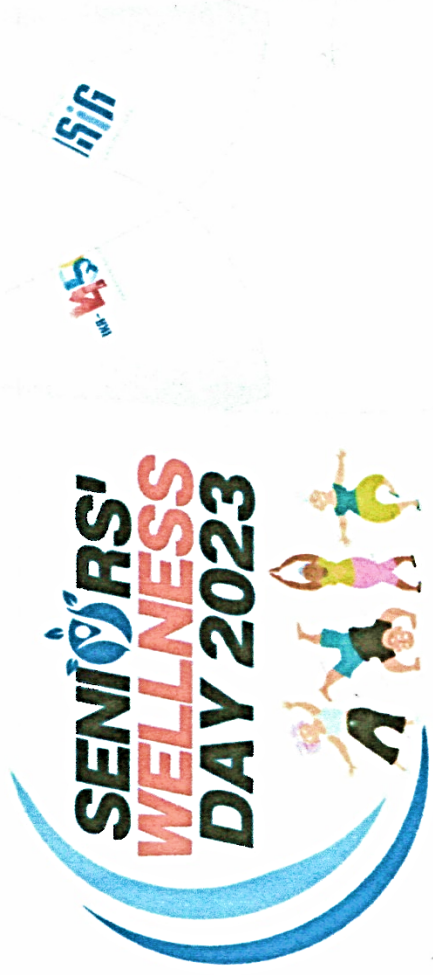


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Embrace the Joy Unleash the Fun



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**TERMS OF REFERENCE
For PR No.**

PROVISION OF T-SHIRT FOR SENIOR WELLNESS FEST

<p>OKAY BA TAYO DIYAN LOLO/LOLA</p>	<p>SHIRT WITH "SENIOR WELLNESS DAY 2023" DESIGN IN RED AND BLACK FONT COLOR HIGH QUALITY WHITE DRI-FIT COLLARLESS SHIRT WITH PRINT AND SIZES ACCORDING TO DESIGN</p> <p>SMALL – 100pcs. Medium – 150 pcs. Large – 150 pcs. XL – 50 pcs. XXL – 50 pcs.</p>	<p>500pcs. @ Php300.00</p>
<p>TAI-CHI AT THE PARK</p>	<p>SHIRT WITH "SENIOR WELLNESS DAY 2023" DESIGN IN YELLOW AND BLACK FONT COLOR HIGH QUALITY WHITE DRI-FIT COLLARLESS SHIRT WITH PRINT AND SIZES ACCORDING TO DESIGN</p> <p>SMALL – 50pcs. Medium – 100 pcs. Large – 100 pcs. XL – 50 pcs. XXL – 50 pcs.</p>	<p>350pcs. @ Php300.00</p>

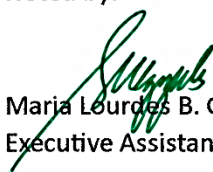
Shirts to be fully delivered by November 29, 2023

Please see attached picture




Prepared by:


Jalene Chris M. Reyes

Noted by:





Maria Lourdes B. Gonzales
Executive Assistant IV

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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.**


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.

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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

SGD

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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