



REQUEST FOR QUOTATION

Date: 13 November 2023

RFQ No.: 100-23-09-7828

Name of Company: _____

Address: _____

Name of Store/Shop: _____

Address: _____

TIN: _____

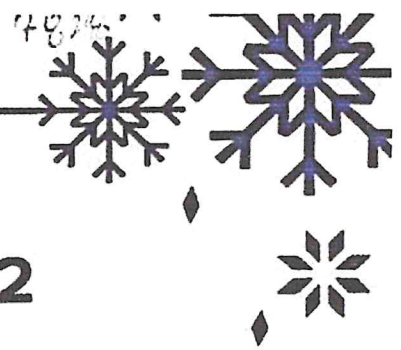
PhilGEPS Registration Number: _____

The City Government of Pasig, through the Bids and Awards Committee (BAC), intends to procure **Supply and Delivery of Printing of Pamaskong Handog Forms – City Mayor's Office** with an Approved Budget for the Contract (ABC) of **Php 125,000.00**, 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 (PLEASE DO NOT LEAVE BLANK)	QTY	UOM	Approved Budget		Price Offer	
					Unit Cost	Total Cost	Unit cost	Total Cost
1	Printing Services (Forms), - Printing Services Head of Household "Not Available" (N.A) Form - Please see attached Terms of Reference		25000	pieces	5.00	125,000.00		
Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.					Total	125,000.00		
DELIVERY TERM: Within Fifteen (15) 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.*



PAMASKONG HANDOG 2022

Mainit na pagbati po sa pamilyang nakatira sa tahananang ito!

Ang mga tauhan ng City Government of Pasig ay nagtungo po rito upang iabot ang Pamaskong Handog 2022 (PH2022) pack para sa inyong pamilya. Sa kasamaang palad, wala po silang nadatnan, kaya itong liham na lang na ito ang kanilang iniwan para sa instructions ng pagkuha ng inyong Pamaskong Handog.

Sundin lamang po ang mga sumusunod na hakbang:

1. Text PH2022/Last Name First Name Middle Initial/Address/Control Number send to 0919-1607-277.

SAMPLE

PH2022/Dela Cruz Juan A/#1 Caruncho Ave. Brgy. San Nicolas Pasig City/12345

The service is only available for Smart, Talk n' Text, and Sun subscribers.

Gamitin ang Control Number na nasa ibabang bahagi ng liham na ito kapag kayo ay nagpadala ng text message sa PH2022 Team.

2. Makakakuha kayo ng confirmation text message para sabihing nakuha na ang pinadala ninyong text message. Ang confirmation message ay inyong matatanggap sa loob ng 24 oras simula nang kayo ay magpadala ng text sa PH2022 Team.
3. Hintayin ang isa pang text message mula sa PH2022 Team kung kailan at saan ninyo makukuha ang PH2022 pack. Ipapa-schedule ito sa isang weekend kung kailan inaasahan na mas marami ang wala sa trabaho.
4. Dala ang inyong PasigPass QR Code, proof of identity, at ang liham na ito, tumungo sa nakatakdang distribution area sa oras at petsa na ibibigay sa inyo ng PH2022 Team.

Nawa'y maging makabuluhan ang pagdiriwang ng inyong Kapaskuhan!

Merry Christmas! Happy New Year!

-PH 2022 Team

CONTROL
NUMBER:

PH2022- 24452

Released by: TL _____





TERMS OF REFERENCE

PRINTING SERVICES (FORMS)

PROJECT DESCRIPTION

"Not Available" Forms for Handog Pasasalamat 2023

PROJECT SCOPE OF WORK

The following must be fulfilled by the service provider:

1. Type of paper- Splendorgel
2. Color-White
3. Size-A4
4. Quality- 120 gsm
5. Printing-4/4 (full cover), Offset (One side only)

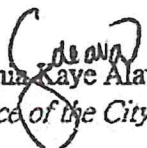
QUANTITY

Number of forms- 25,000pcs

DELIVERY SERVICE

15 Days

Prepared by:


Trishia Kaye Alava
Office of the City Mayor

Approved by:


Rechie J. Tugawin
Executive Assistant V

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/downloadable-forms/#tab-61412>)
 - **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.

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



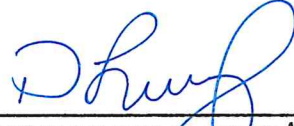
(02) 8643-1111 * (02) 8641-1111 loc 1461 *  bidsandawards@pasigcity.gov.ph *

 pasigcity.gov.ph

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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



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)

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

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