



REQUEST FOR QUOTATION

Date: 14 November 2023

RFQ No.: 100-23-10-2169

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 Globe & Smart Prepaid Load Cards – City Mayor's Office** with an Approved Budget for the Contract (ABC) of **Php 99,600.00**, 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 <i>(PLEASE DO NOT LEAVE BLANK)</i>	QTY	UOM	Approved Budget		Price Offer	
					Unit Cost	Total Cost	Unit cost	Total Cost
1	Globe Prepaid Load Card, - Globe Prepaid Load Cards for the Handog Pasasalamat 2023 worth Php 300 per card. - Please see the attached terms of reference for the details.		100	piece	300.00	30,000.00		
2	Smart Prepaid Load Card, - Smart Prepaid Load Cards for the Handog Pasasalamat 2023 worth Php 300 per card - Please see the attached terms of reference for the details.		232	piece	300.00	69,600.00		
Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.			Total		99,600.00			
DELIVERY TERM: Within Ten (10) 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.*



TERMS OF REFERENCE

**PROCUREMENT FOR THE PURCHASE OF ELECTRONIC (PREPAID) LOAD CARDS TO FUND
THE COMMUNICATION EXPENSES AND INTERNET CONNECTIVITY FOR THE HANDOG
PASASALAMAT 2023**

P.R. No. _____

PROJECT TITLE	HANDOG PASASALAMAT 2023
PROPONENT OFFICE	Office of the City Mayor
DATE OF IMPLEMENTATION	December 2023
TOTAL BUDGET ALLOCATION	Php 99,600.00
SOURCE OF BUDGET	Office of General Services
AIP REFERENCE CODE/BUDGET CODE	

I. Background

The Handog Pasasalamat 2023 is an annual project of the City Government of Pasig aimed at expressing gratitude and providing support to the community of Pasig during Christmas. To facilitate this, electronic prepaid load cards are being procured to cover communication expenses and internet connectivity during the distribution of Handog Pasasalamat packs.

II. Delivery

- a) The delivery period is within 10 calendar days
- b) The delivery location will be at O.G.S Depot, V. Baltazar St., Brgy. Sto. Tomas, Pasig City

III. Requirements

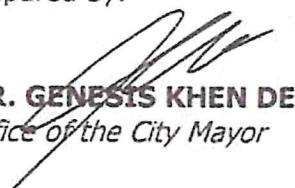
The purchase of the Load Cards shall conform to the following conditions:

- a) The load cards provided must be genuine and sourced directly from authorized telecommunications companies or their accredited distributors.
- b) The load cards should be unexpired and have a minimum validity period of 2 years from the date of delivery.
- c) The supplier should offer technical support and troubleshooting assistance in case of any issues or concerns related to the load cards;

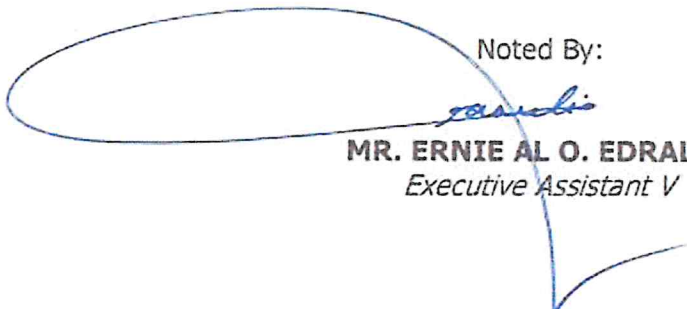


- d) The load cards must be fully functional upon delivery, without any problems arising from scratching the load cards and encoding the PIN;
- e) The load cards should be compatible with a range of devices and networks to ensure widespread usability among the City Government Employees;
- f) The supplier must adhere to all relevant legal and regulatory requirements governing the procurement, distribution, and use of electronic prepaid load cards;
- g) The load cards should comply with the telecommunications industry standards and regulations set forth by the concerned regulatory authorities;
- h) The supplier must ensure the timely delivery of the load cards to the designated delivery period within 10 days and the location at O.G.S Depot, V. Baltazar St., Brgy. Sto. Tomas, Pasig City;
- i) The supplier must provide comprehensive documentation for the load cards, including product specifications, usage guidelines, and warranty information which is valid for two (2) years from the date of delivery;
- j) The pricing of the load cards should be competitive and within the allocated budget for the procurement of electronic prepaid load cards for the Handog Pasasalamat 2023; and
- k) The supplier should offer cost-effective solutions without compromising the quality and functionality of the load cards, providing value for the allocated budget.

Prepared by:


MR. GENESIS KHEN DEMANO
Office of the City Mayor

Noted By:


MR. ERNIE AL O. EDRALIN
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

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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