



REQUEST FOR QUOTATION

Date: 20 November 2023

RFQ No.: 100-23-03-514

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, Delivery, and Printing of Various Brochures, Booklets and Stickers – City Environment and Natural Resources Office** with an Approved Budget for the Contract (ABC) of **Php 660,000.00**, 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 <small>(PLEASE DO NOT LEAVE BLANK)</small>	QTY	UOM	Approved Budget		Price Offer	
					Unit Cost	Total Cost	Unit cost	Total Cost
1	Pasig City Urban Gardening Composting and Charcoal Briquetting Brochure, - (8.5x11 inch) trifold brochure		14000	pcs	10.00	140,000.00		
2	Anti- Smoking Booklet		250	pcs	480.00	120,000.00		
3	Anti- Smoking Stickers for All Tricycles, Jeepneys and AUV express		1000	pcs	200.00	200,000.00		
4	Anti- Smoking Stickers for Restriction to Minors and Prohibition to Sell Cigarette		1000	pcs	200.00	200,000.00		
Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any. To see actual flyers on the attached sample, please proceed to Procurement Management Office, Pasig City Hall.					Total	660,000.00		
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.*



TERMS OF REFERENCE

PROCUREMENT FOR THE PRINTING SERVICE OF PASIG CITY ANTI-SMOKING BOOKLET AND FLYERS OF PASIG CITY URBAN GARDENING, COMPOSTING, AND CHARCOAL BRIQUETTING PROGRAM.

I. SCOPE OF WORK

The service provider for the printing and delivery of **Two Hundred Fifty (250) Anti-Smoking Booklets/Brochure, fourteen thousand (14000) pcs. of Urban Gardening and Charcoal Flyers, one thousand (1000) pcs. Anti-Smoking for All tricycles, Jeepney and AUV express, and one thousand (1000) pcs. Anti-Smoking Stickers for restriction to minors and prohibition to sell cigarette.**

The layouts and designs will be provided by the end – user.

Furthermore, an additional one (1) copy of the printed output will be delivered as sample, for approval, before the printing of the Two Hundred Fifty (250) Anti-Smoking Booklets/Brochure, Fourteen Thousand (14000) pcs. of Urban Gardening and Charcoal Flyers, One Thousand (1000) pcs. Anti-Smoking for All tricycles, Jeepney and AUV express, and One Thousand (1000) pcs. Anti-Smoking Stickers for restriction to minors and prohibition to sell cigarette.

II. LEAD TIME

The booklet/brochure will be printed out thirty (30) days after the submission by the CENRO of the layouts and design to the printing company/ person/ entity.

III. REQUIREMENT FOR PROJECT

The end – user will provide a digital or soft copy of the brochure and flyer layout design as the final preference of printed brochure and flyer that must be used by the company of the printing job service provider. No alteration/ changes on the substance, designs, layouts, and the mutually agreed terms shall be made without the knowledge, consent, and acknowledgement of the end – user.

IV. SPECIFICATIONS

A. BOOKLETS/BROCHURE

a.) Booklet sized 8.5 x 5.5 inch, with 2-sided colored cover (velvet paper 300gr), inside 2-sided colored pages, paper 140 gr perfect binding or saddle stitched.

b.) **Quantity:** 250 pcs.

c.) **Size:** 8.5 x 5.5

d.) **Color:** (White, Yellow, Orange, Black, Violet, Peach, Beige, Dark Blue, Navy Blue, Sky Blue, Dark Gray, Light Gray, Dark Green, Light Green, Dark Brown, Light Brown, Red, Silver Gray, Mustard Yellow)

e.) **PRE-PRESS:**


- Wet proofs / machine proofs
- High Resolution PDF Files




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

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



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B. FLYER

- a.) **Flyers:** Regular brochure/flyer paper with print.
- b.) **Quantity:** 14,000 pcs.
- c.) **Size:** 8.5 x 11 inch
- d.) **Color:** White & Navy Blue (#000080)
- e.) **Type of Print:** Heat Press Printing
- f.) 1st page LOGO, Text, & Minimal Image Clips
- g.) 2nd page Text and Image Clips

C. STICKERS

C.1. Anti-Smoking for All tricycles, Jeepney and AUV express

- a.) **Sticker:** High Quality Vinyl Sticker (Glossy)
- b.) **Quantity:** 1,000 pcs.
- c.) **Size:** 8.5 x 11 inch
- d.) **Color:** Colored (12 Colors) do not decolorize
- e.) **Type of Print:** RGB Print, Waterproof, Tearproof, UV protection, Suitable for Outdoors

C.2. Anti-Smoking Stickers for restriction to minors and prohibition to sell cigarette

- a.) **Sticker:** High Quality Vinyl Sticker (Glossy)
- b.) **Quantity:** 1,000 pcs.
- c.) **Size:** 8.5 x 11 inch
- d.) **Color:** Colored (16 Colors) do not decolorize
- e.) **Type of Print:** Waterproof, Tearproof, UV protection, Suitable for Outdoors


ALLENDRY B. ANGELES
DEPARTMENT HEAD II
SWMO/CENRO

1000 UV



100% SMOKE/VAPE FREE






**BAWAL MANIGARILYO SA
PUBLIC UTILITY VEHICLES (PUVs)
AND PUBLIC LAND
TRANSPORTATION TERMINALS**

RA 9211 SEC. 5. (Tobacco Regulation Act of 2003)
LTFRB Memorandum Circular 2009-036, 2011-004
City Ordinance No. 13-2018 & City Ordinance No. 07-2019
I-REPORT ANG PAGLABAG SA 8643-1111

HANGIN PASIGLAHIN, YOSI ALISIN!

1000 UV

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1,000 RESTRICTION



BABALA 

**BAWAL MAGTINDA
NG SIGARILYO  SA MGA
MENOR DE EDAD**




**Executive Order No. 26 Series of 2017
RA 9211 or Tobacco Regulation Act of 2003
City Ordinance No. 13 Series of 2018
I-report ang Paglabag (Hotline): (02) 8643-1111**


HANGIN PASIGLAHIN...YOSI ALISIN!!!



1,000 RESTRICTION

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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/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.

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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)

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