



REQUEST FOR QUOTATION

Date: 21 November 2023

RFQ No.: R2 100-23-07-1507

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 **Subscription of 10 Business Direct Line for Various Offices – Management Information System** with an Approved Budget for the Contract (ABC) of **Php 30,000.00**, 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	Business Telephone Direct Line (2 months), - Site: Pasig City Children's Hospital Offices: - 1. Emergency Room Nurse Station. Bandwith: atleast 92-100kbps voice bandwidth per line Functions: Multiple call Functions. Monthly Recurring Charge (MRC)- Php1,500.00 - 2. Information and Admitting Section. Bandwith: atleast 92-100kbps voice bandwidth per line Functions: Multiple call Functions. Monthly Recurring Charge (MRC)- Php1,500.00 - 3. Medical Social Service Office. Bandwith: atleast 92-100kbps voice bandwidth per line Functions: Multiple call Functions. Monthly Recurring Charge (MRC)- Php1,500.00		10	lines	3,000.00	30,000.00		



	<ul style="list-style-type: none"> - 4. Human Resource Section Office. Bandwith: atleast 92-100kbps voice bandwith per line Functions: Multiple call Functions. Monthly Recurring Charge (MRC)- Php1,500.00 - 5. Nursing Service Office. Bandwith: atleast 92-100kbps voice bandwith per line Functions: Multiple call Functions. Monthly Recurring Charge (MRC)- Php1,500.00 - 6. Medical Director's Office. Bandwith: atleast 92-100kbps voice bandwith per line Functions: Multiple call Functions. Monthly Recurring Charge (MRC)- Php1,500.00 - Site: Other Offices - 7. Site: Pasig Local Commission On Audit (COA) Bandwith: atleast 92-100kbps voice bandwith per line Functions: Multiple call Functions. Monthly Recurring Charge (MRC)- Php1,500.00 - 8. Site: City Library an Discovery Centrum Bandwith: atleast 92-100kbps voice bandwith per line Functions: Multiple call Functions. Monthly Recurring Charge (MRC)- Php1,500.00 - 9. Site: City Social Welfare Department Bandwith: atleast 92-100kbps voice bandwith per line Functions: Multiple call Functions. Monthly Recurring Charge (MRC)- Php1,500.00 - 10. Site: Kanlungan sa Pasig Bandwith: atleast 92-100kbps voice bandwith per line Functions: Multiple call Functions. Monthly Recurring Charge (MRC)- Php1,500.00 					
<p>Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.</p>	Total	30,000.00				
<p>DELIVERY TERM: Within Fifteen (15) calendar days upon the receipt of Notice to Proceed but not to exceed 31 December 2023.</p>						

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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*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.

1507



MANAGEMENT INFORMATION SYSTEMS OFFICE

JULY 2023

TERMS OF REFERENCE

**BUSINESS DIRECT LINE FOR PCCH, COA, LIBRARY, CSWD and KANLUNGAN SA PASIG
PR 100-23-07-1507**

The City Government of Pasig, through the efforts of the *Management Information Systems Office (MISO)* intends to subscribe for Business Direct Line that will be utilized by Pasig City Children’s Hospital, Pasig Local Commission on Audit, City Library and Discovery Centrum, City Social Welfare Department, and Kanlungan sa Pasig.

I. BACKGROUND

A business direct line is a dedicated phone line that allows organizations to maintain a professional and direct connection with their customers, clients, and partners. It serves as a direct point of contact, separate from personal or general company lines, enabling efficient communication and ensuring a higher level of customer service. With business direct line, business can establish a distinctive phone number, often with a local or toll-free area code, that enhances their brand identity and credibility. This dedicated line enables seamless and direct communication, facilitating effective customer support, sales inquiries, appointment scheduling, and other business-related interactions. Additionally, business direct lines often offer advanced features like call routing, voicemail, call forwarding, and analytics, empowering organizations to manage their phone communication efficiently.

The following is the list of sites for Business Direct Lines:

	Item Description/Specification	MRC	OTC & DEVICE	Total Amount
1	Pasig City Children’s Hospital	P9,000.00		P18,000.00
	Emergency Room Nurse Station Bandwidth: at least 92-100kbps voice bandwidth per line Functions: Multiple Call Functions			
	Information and Admitting Section Bandwidth: at least 92-100kbps voice bandwidth per line Functions: Multiple Call Functions			
	Medical Social Service Office Bandwidth: at least 92-100kbps voice bandwidth per line Functions: Multiple Call Functions			



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	Nursing Service Office Bandwidth: at least 92-100kbps voice bandwidth per line Functions: Multiple Call Functions			
	Medical Director's Office Bandwidth: at least 92-100kbps voice bandwidth per line Functions: Multiple Call Functions			
2	Pasig Local Commission on Audit Bandwidth: at least 92-100kbps voice bandwidth per line Functions: Multiple Call Functions	P1,500.00		P3,000.00
3	City Library and Discovery Centrum Bandwidth: at least 92-100kbps voice bandwidth per line Functions: Multiple Call Functions	P1,500.00		P3,000.00
4	City Social Welfare Development Bandwidth: at least 92-100kbps voice bandwidth per line Functions: Multiple Call Functions	P1,500.00		P3,000.00
5	Kanlungan sa Pasig Bandwidth: at least 92-100kbps voice bandwidth per line Functions: Multiple Call Functions	P1,500.00		P3,000.00
TOTAL				P 30,000.00

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III. CONTRACT DELIVERY PERIOD AND SUBSCRIPTION DURATION

The contract delivery period shall be fifteen (15) days upon the notice to proceed (NTP). Subscription duration shall be until December 31, 2023 only.

IV. SOURCE OF FUNDING AND APPROVED BUDGET FOR THE CONTRACT

The Fund for this engagement shall be sourced from Small Value Procurement (SVP) Fund Account for the fiscal year 2023 of the Management Information Systems Office, attributed to the Office of General Services of Pasig City Government. The ABC is amounting to a monthly staggered payment total of thirty thousand Philippine Pesos (P 30,000.00).

V. MODE OF PROCUREMENT

The Procurement of Metro Ethernet Service for Pasig City Government Sites shall be undertaken through an allowable mode of procurement, as evaluated by the Bids and Awards Committee pursuant to RA No. 9184 and its latest Revised IRR.

***** End of Terms of Reference *****

Prepared by:


ROLAND R. RUIZ
Project Management Division


ROBERTO A. OSORIO
Head, Project Management Division

Reviewed by:


JERRY V. OBICO
Head, Infrastructure Division


JOHN CARLO F. FATALLO
OIC, MIS Office



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.

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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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