



REQUEST FOR QUOTATION

Date: 23 November 2023
RFQ No.: 100-23-07-1640

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 for Various Supplies, Materials, and Meals for the 29th Division Schools Press Conference of SDO-Pasig – Education Unit** with an Approved Budget for the Contract (ABC) of **Php 799,000.00**, 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 Materials								
1	Parchment Paper 8 1/2" x 11" , - For certificates - Specifications: - Color: White - Size: Letter - 1 pack: 10 pcs		200	packs	35.00	7,000.00		
2	Medals, - Specifications: - Size: 6 cm diameter Thickness: 3mm Front: SDO-Pasig Logo (embossed) Back: Pasig Logo (Umaagos ang Pag-asa) - sticker Lace Size: 1 1/2 wide, 28 inches long Lace Material: Polyester Lace Color: Blue - Breakdown of colors Gold - 120 pcs Silver - 120 pcs Bronze - 120 pcs		360	pcs	150.00	54,000.00		


	- Supplier shall use the design and layout to be provided by the end user.							
3	Trophies, - Specifications: Size: 12 inches height (highest point) 10 inches width 0.50 cm. thickness Base size: 1 1/2 inches Material: Crystal Glass Sublimation - Supplier shall use the design and layout to be provided by the end user. Please see attached Terms of Reference.		24	pcs	1,000.00	24,000.00		
SUBTOTAL					Php 85,000.00			
LOT 2								
4	Meals for Opening/Contest Proper, - Specifications: - AM Snack: Tuna Sandwich, 1 Bottled Water(350ml) Lunch: Chicken Dish, Vegetable Dish, Rice, Fruit dessert, 1 Bottled Water (350ml) - *Meals shall be contained in biodegradable plastic container (bento box style) with spoon, fork and tissue paper		1200	pax	300.00	360,000.00		
5	Meals for Tallying, - Specifications: - Lunch: Chicken, Vegetable Dish, Rice, Fruit Dessert, Bottled Water (350ml) PM Snack: Cheesy Ensaymada, 1 Bottled Water - *Meals shall be contained in biodegradable plastic container (bento box style) with spoon, fork and tissue paper		30	pax	300.00	9,000.00		
6	Meals for Closing/Awarding, - Specifications: - AM Snacks: Slice of Cake, 1 Bottled Water Lunch: Chicken Dish, Vegetable Dish, Rice, Fruits, Bottled Water (350ml) - *Meals shall be contained in biodegradable plastic container (bento box style) with spoon, fork and tissue paper - Please see Terms of Reference		1150	pax	300.00	345,000.00		
SUBTOTAL					Php 714,000.00			
Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.			Total		799,000.00			
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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1640

TERMS OF REFERENCE
29th School Division Press Conference
MATERIALS AND MEALS

I. **PROJECT DESCRIPTION:**
Purchase of materials and meals for the 29th School Division Press Conference

II. **PROJECT STANDARD AND REQUIREMENTS:**

1. Medals

- Each medal shall have its own properly labeled box.
- Please see attached Illustration and layout


2. Trophies


- Each trophy shall be carefully packed in a box with shredded paper, corrugated cardboard or packing paper as cushion to protect the item.
- Please see attached illustration and layout

3. Meals

MEALS			
	December 02, 2023 1200 Pax	December 07, 2023 30 Pax	December 09, 2023 1150 Pax
AM Snacks (Delivery Time: 9:00AM)	Tuna Sandwich 1 Bottled Water		Slice of cake 1 Bottled Water
*Lunch	1 Chicken Dish 1 Vegetable Dish Rice Fruit Dessert 1 Bottled Water	1 Chicken Dish 1 Vegetable Dish 1 Rice 1 Bottled Water 1 Fruit Dessert	1 Chicken Dish 1 Vegetable Dish 1 Rice Fruit Dessert 1 Bottled Water
PM Snack		Cheesy Ensaymada 1 Bottled Water	

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For Viand you may choose from the following:

CHICKEN DISH

Chicken Flambe
Crispy Chicken Thighs w/ Spring Veggies
Chicken Teriyaki
Chicken Ala King

VEGETABLE DISH

Mixed Vegetables in Butter with Quail Eggs
Chopsuey with Quail Eggs
Stir Fry Vegetable in Oyster Sauce
Wrapped Lumpiang Ubod

DESSERT

Fresh Fruit
Fruit Cocktail

*SLICE OF CAKE

Butter	Marble
Chiffon	Strawberry Vanilla
Chocolate	Ube Vanilla
Mocha Marble	

*Supplier shall ensure that cake will have an expiry date of not lower than 5 days upon delivery.

III. **Project Delivery Materials**


Delivery date: Complete delivery before December 09, 2023
Delivery Venue: SDO-Pasig

Packed Meals

Delivery date: December 02, 2023
December 07, 2023
December 09, 2023
Delivery Venue: Pasig Elementary School Gymnasium



IV. **Basis of Payment**


One hundred percent (100%) of the Contract Price upon completion of delivery and acceptance of the items.


SHERYLL T. GAYOLA
Schools Division Superintendent
Schools Division of Pasig City


ATTY. KATHLEEN MAE M. VILLAMIN
Executive Assistant IV
Officer-in-Charge, Education Unit

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SAMPLE LAYOUT OF MEDAL



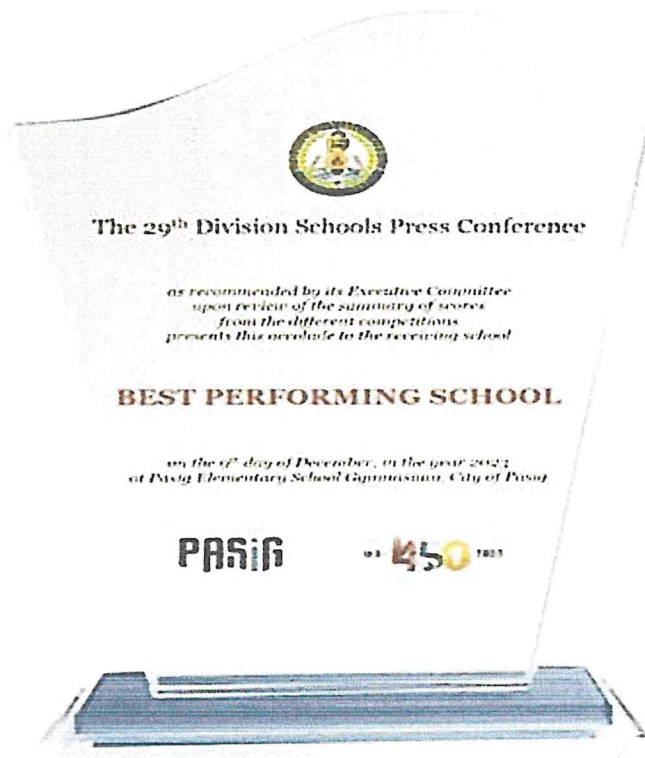
FRONT





BACK


DIAMETER: 6 CM

SAMPLE IMAGE OF TROPHY



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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** (Form can be downloaded thru <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.

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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