



REQUEST FOR QUOTATION

Date: 28 November 2023
RFQ No.: R1 100-23-05-1554

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 Various Janitorial Supplies – Pamantasan ng Lungsod ng Pasig** with an Approved Budget for the Contract (ABC) of **Php 128,406.00**, 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.

					Approved Budget		Price Offer	
Item No.	Item Description	Brand Name (PLEASE DO NOT LEAVE BLANK)	QTY	UOM	Unit Cost	Total Cost	Unit cost	Total Cost
1	Alcohol, Isoprophyl 70%		21	gallon	540.00	11,340.00		
2	Bathroom Deodorizer, (Jasmin, Lemon) 100 gms. with holder		30	piece	85.00	2,550.00		
3	Air Freshener Spray, Lemon scent, 480 ml.		30	bottle	240.00	7,200.00		
4	Soft Broom, Weight: 500 grams (max.) Handle: Metal, plastic coated (see as per sample) or wood, machine turned finish Diameter of handle: 19mm (min.) Length of handle: 545mm (min.) Dry weight of the tiger grass: 200 grms (min.) or Anjura Fiber: 130grams (min.) Usable length of tiger grass or anjura Fiber: 270mm (min.) With Upper Stitch: 20 (min.) Lower Stitch: 30 (min.) As per attached illustration showing the design/construction of the soft broom (tambo) Packaging: Twenty five (25) pieces per bundle		20	piece	264.00	5,280.00		
5	Chlorine Granules, 1 kg per pack		50	pack	156.00	7,800.00		

6	Dust Pan, Made of rigid non-breakable plastic With detachable handle: Diameter (min.):30mm length (min.): 600mm Handle shall fit firmly / Securely into the pan and shall not detach during usage Base (min.): Thickness: 1.25mm Front width: 260mm Back width: 200mm Depth: 225mm Assorted colors		20	piece	120.00	2,400.00		
7	Fabric Freshener, Waterbased, 3785 ml		20	gallon	300.00	6,000.00		
8	Black Garbage Bag, 50 pcs / bundle Made from polyethylene (PE) plastic PE shall contain a minimum of 30% postconsumer material Tubular type, with tie or without tie Color: black Tear resistant, leak-proof bottom seal Dimension: 940mm x 1016mm (-6mm) (37" x 40") Thickness: 0.02mm (min) Tensile strength at break: ASTM D882 One way: 15N/mm ² (min) One way: 12N/mm ² (min) Elongation at break: ASTM D882 One way: 400% (min) One way: 600% (min)		100	bundle	350.00	35,000.00		
9	Liquid Soap, Handsoap Anti-Bacterial, 3785 ml		20	bottle	594.00	11,880.00		
10	Mop handle, Wood / metal frame, 5ft		10	piece	264.00	2,640.00		
11	Mop Head, Stripe mop cotton / large		10	piece	264.00	2,640.00		
12	Powdered Soap, 1 kg / pack detergent		50	pack	120.00	6,000.00		
13	Absorbent Rags, All purpose, absorbent All cotton Diameter: 178mm (7") (approx.) Minimum of thirty-two pieces to a kilogram Assorted colors		30	piece	65.00	1,950.00		
14	Stickbroom, Made of good quality coconut midribs Standard size: 140mm grip (min.) measured 152mm from the top Usable length: 760mm (min.) Rib count: 345 pieces (min.) Packaging: Twenty-five (25) pieces per bundle		15	piece	75.00	1,125.00		
15	Bleach, Original scent , 3785 ml		12	gallon	348.00	4,176.00		
16	Muriatic Acid, 1 liter		10	bottle	180.00	1,800.00		
17	Liquid Detergent, 1 gallon, 3785 ml		15	gallon	540.00	8,100.00		
18	Toilet Bowl Cleaner, 1 gallon , 3785 ml		10	gallon	564.00	5,640.00		

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





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19	Table Napkin, Thick, 3 ply x 140 pulls		15	pack	120.00	1,800.00		
20	Trash Bin, Stainless with pedal With plastic bucket / 5L		1	piece	720.00	720.00		
21	Floor Mop, Self wash spin mop Flat mop 360 rotating cleaner Flushing Bucket Capacity: atleast 6.4L		1	pcs	845.00	845.00		
22	Face Towel, 8 inches x 12 inches 100% Cotton		3	pcs	25.00	75.00		
23	Detergent powder, 8.7 kg		1	pack	1,125.00	1,125.00		
24	Diswashing Sponge, With scouring pad / large		3	piece	40.00	120.00		
25	Diswashing Liquid, 250 ml liquid		2	bottle	100.00	200.00		
Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.			Total		128,406.00			
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.*



PAMANTASAN NG LUNGSOD NG PASIG
Office of the Building Administration
Alameda Jose St., Pasig City, Philippines 1600
028-1014 Loc. 106 | building.admin@pasigcity.ph

TERMS OF REFERENCE

Procurement for the Supply and Delivery of Janitorial Supplies

I. PROJECT NAME: JANITORIAL SUPPLIES – PAMANTASAN NG LUNGSOD NG PASIG


II. OBJECTIVE

- To facilitate cleaning more efficiently.
- To have supplies for the use of utility personnel in maintaining the cleanliness of the building.

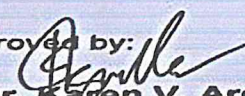
III. RESPONSIBILITIES OF THE SUPPLIER


- The winning Bidder should strictly adhere to RA 7394 (Consumer Act of the Philippines of 1991) as this protects the end user.
- The date of manufacture of the items should be written on the items or their packaging. Items with a manufacturing date older than twelve (12) months on the date of delivery will be rejected and Bidder shall be liable to replace the same with new ones.
- Only genuine products will be accepted. Any "counterfeit products" will not be accepted.
- The Bidder must issue a Certificate of Warranty at least good for one (1) year.

Requested by:




Mariano L. Sumulong III
Administrative Aide III
Office of the Building Administration, PLP


Approved by:


Engr. Karen V. Arguelles, MSCM
Building Administrator, PLP



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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.

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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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