



REQUEST FOR QUOTATION

Date: 30 November 2023

RFQ No.: 100-23-01-7826

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 Office Furniture & Fixtures and Various ICT Materials and Equipment – Public Information Office** with an Approved Budget for the Contract (ABC) of **Php 480,834.38**, 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								
1	mount adapter, Approx. 71mm / 2.8 in maximum diameter Approx. 3.9 OZ / 110g EF- lenses to be mounted onto EOS R cameras usable Lens , Excludes RF LEns EF- M lenses CN-E lenses (EF cinema lenses) Usable Camera EOS-R Camera Exterior Designed Matched to EF lenses Dust and Water resistant: Metal mount mount on both lens and camera side provide rugged flexibility. Compatible to our existing Canon Camera Canon RS		2	unit	10,500.00	21,000.00		
2	tri pod, Height 140cm-162 cm (including center) 35cm -45cm Materials: Aluminum 4 section column legs 3 adjustment knobs Folded Length: 21.85" - 23 23 inch Capacity Load : 5kg - 10 kg		1	unit	11,000.00	11,000.00		

3	cleaning supplies for camera, 1 pc / set At least 10 ml up to 20 ml lens cleaners solution 1pc/ set Double siders pen 1pc /set cleaning brush 1pc/ set Microfiber cleaning cloth Portable air blower fits in the palm of your hand and easy to squeeze		3	set	850.00	2,550.00		
4	Eco cleaning solutions, 500 ml to 1000 ml Eco solvent cleaning solutions All eco solvent printer use to protect the print head non toxic, tow order and environmentally friendly colorless		4	ltr	1,350.00	5,400.00		
5	Softbox, Rectangular soft box 31cm -36cm x 24 " softbox Light compatibility includes bracket/ speed ring with s mount Quick open type: umbrella style Materials : nylon, steel Mount LED lamps, output high quality soft light Diffusion panel & carry bag indeed		2	pcs	14,000.00	28,000.00		
6	Softbox, Round Shape At least 26" up to 33.5 " Lantern softbox white translucent Materials: NylN materials, aluminum shaft Color: Black Mount Studio strobe or LED fixtures Built-in speed ring with mount		2	pcs	14,000.00	28,000.00		
7	Mobile Phone GSM, Resolution : 1080 x 2400 - 1220 x 2712 pixel Dimension: 157.4x 75.8 mm - 164.6 x 72.7 x 9mm Sim Dual Sim OS Android 12 upgradetable to Android13 CHIPSET : Mediatek Dimensity 9000 (4nm) - 9200 (4nm) Internal: 256 GB 8GB RAM - 256 GB 12 GB RAM CPU Octa Core 1x2.8 Ghz cortex x2 - 1x3 3.35 Ghz Cortex X3 Camera Features : LED Flash, Auto HDR, Panorama Video 4k@30/60fps 1080p@30fps - 8K@30/60fps 1080p@30fps		1	unit	50,000.00	50,000.00		
8	aluminum monopod, Materials : Aluminum Leg Section : 4 Load Capacity : Approx. 39.7 lb/18kg Areas of usage : Video, Travel Natures , Mirrorless, DSLR Compact Action 360 degree VR Head Type: Fluid Base Base MOunt: 3/8" - 16 Femle Camera MOunting Screw: 1/4 " -20 Male, 3/8" - 16 Male Leg LOck TYpe: Flip Lock Minimum Working Height : 27.2 " -69.1 cm		1	unit	15,000.00	15,000.00		
			Subtotal:		176,250.00			
	Lot -2							

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9	SD CARD MEMORY, Capacity 256 GB UHS -1/V30/U3/ CLASSIO Read speed 170 mb/s up to 300 mb/s Write Speed 90mb/s up to 260 mb/s Records Full HD , 3D and 4k Video Card type- Micro SDXC		2	unit	7,650.00	15,300.00		
10	audio cabinet, 15" - 19" (rack) space front load Case type: Rack case 2 recessed spring action handle per side Front and Back removable lids materials : plywood thickening, fireproof and waterproof surface 200kg up to 300 kg style GIG ready flight road case		4	unit	13,200.00	52,800.00		
11	Speaker Stand, Easy to setup heavy duty full support vertical tube with 5 hours to adjust height with safety locking pin adjustment Detachable top plate Load capacity 45 kg up to 80 kg Height can reach up to approximate 6ft.		4	units	5,665.00	22,660.00		
12	Mixer, At least 16- channel (Analog) Must have 10/16 mic line inputs with mono and stereo (XLR or PL) Editable 16 FX processor presets including reverb and other effects With 1-knob Compressor and +48 V Phantom POver XLR/ PL balanced output Must have built-in stereo USB audio interface LED clips for all the channels and main mix record inputs assignable to main mix 220V-240V		2	unit	45,000.00	90,000.00		
13	xlr male to female, Connector 1&2 : 3 pin XLR connector with nickeling 4 pin XLR female Connector 1 Gender : Male Connector 2 Gender : Female Length: 20 meters Color : Black Materials: Protective metal housing and flexible 6.0mm PVC Jacket Copper Braid, XLR compatible PA System, speaker and other Sound Equipment		8	pcs	1,800.00	14,400.00		
14	3.5mm to XLR cable 6ft male to male, Connector 1: 3.5mm TRS male mini phone XLR Connector 2: 2x XLR 3- Pin Audio male Connector Gender1: male Connector Gender 2: Male Cable Length: 6ft Color Black		3	pcs	750.00	2,250.00		
15	1/4 inch TRS cable Quarter inch 1/4 TRS (PL) to TRS (PL), Gender male to male cable type : 24-2 audio 1/4 stereo plug Connector Type: 1/4 TRS to 1/4TRS cable High performance balance microphone cable 20- 24 AWG with 95% spiral shield PVC Black Jacket Capacity: 19pf- 2 pF /ft @1 kHz		2	pcs	1,845.20	3,690.40		

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	impedence : 50-70 ohm Resistanc 20celsius 210-230 ohm / 1000							
16	Quarter inch TRS (PL) to XLR male, Connector Type XLR Connector 1: 1x XLR 3-pin Connector 2: 1x 1/4 TRS Cab;e :enght 25' / 7.62m - 50" /15m XLR male to 6. 25mm TRS Cable These cable are commonly used as speker cable for active speakers, carrying the sound signal from the mixer to the speaker		3	pcs	1,094.66	3,283.98		
17	Female XLR, Female XLR to Male Mono Jack Cable Connector Gender : Female to Male Cable TYPe: XLR Connector Type : XLR Compatible Devices : Camera, amplifier with equipment with 3 pin XLR connectors and 6.35mm socket such as microphone to amixer or guitar amplifier XLR to 1/4" cable compatible with handheld Dynamic wired microphone Excellent Sound: 20 AWG 4 N Oxygen free Copper with shielding Incredible Durability:: Flexible PVC Jacket protect your cable Outer Diameter of the cable is 6.0mm (0.24 inch) high durability		2	pcs	500.00	1,000.00		
			Subtotal:		366,334.38			
	Lot - 3							
18	Executive Office Table, Approximat Size 183cm x 91 cm x77cm and color Teak Minimum two drawers and lockers Materials Compressed Wood panels with laminated melamine surface Surface shall be scratch proof Minimum one year warranty		3	unit	8,500.00	25,500.00		
19	Office Chairs Armrest, High Back and revolving Rexene fabric black cushion Height adjustable gas lift filted with castors Nylon plastic arm with comfortable Minimum one year warranty Color : Black Chair Height : 98-108 cm Seat Depth: 50 cm Headrest Angle Adjustment 67 degree Backrest load capacity 125 kg		3	pcs	7,000.00	21,000.00		
20	receiving sofa, Approximate 192cmx 78 cm x87cm Frame: Plywood & Gimelina wood Loose Seat Cusion polyesthane foam Wooden Legs Tuffed Fixed back 3 seater Capacity Minimum one year warranty		2	unit	20,000.00	40,000.00		
21	Drawers units on caster, Mobile Pedestal Cabinet Approximte 395x639x500mm Storage Type : 3 drawers		3	unit	4,000.00	12,000.00		

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	Materials : Steel Color : White heavy duty, high quality Caster TYpe : Nylon Caster Powder Coating							
22	Lateral Filling Cabinet, Approximate Size: 1380mm(H)x 450mm(W) x 900mm (L) Lateral filling cabinet with built in lock with 2 keys 4 spacious and deep drawers. Organizing office papers with 2 adjustable hanging bar for each drawers. Suitable for hanging file folders (legal size, letter size, A4 size) Heavy duty file cabinet interlock drawer slide. materials : Steel Metal Colour: Powder Coated Light Gray		1	units	16,000.00	16,000.00		
			Subtotal:		114,500.00			
Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.					Total		480,834.38	
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.*

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):

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- 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.

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

SGD

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 _____ <div style="text-align: right;">(Please indicate Company Name)</div>	

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