



REQUEST FOR QUOTATION

Date: 01 December 2023

RFQ No.: 100-23-11-2183

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 **Printing of Infographics of the Updated CLWUP, CDP and ZO of the Development of Communication Plans – City Planning and Development Office** with an Approved Budget for the Contract (ABC) of **Php 963,100.00**, 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 (PLEASE DO NOT LEAVE BLANK)	QTY	UOM	Approved Budget		Price Offer	
					Unit Cost	Total Cost	Unit cost	Total Cost
1	Printing, - Pasig City Comprehensive Land and Water Use Plan 2023-2031		70	copies	3,200.00	224,000.00		
2	Printing, - Pasig City Sectoral Studies (2023-2031)		70	copies	5,150.00	360,500.00		
3	Printing, - Zoning Ordinance		70	copies	860.00	60,200.00		
4	Printing, - Zoning Annexes		70	copies	2,390.00	167,300.00		
5	Printing, - CLWUP Maps		70	copies	1,000.00	70,000.00		
6	Printing, - Zoning Maps		70	copies	1,000.00	70,000.00		
7	Printing, - Barangay Land Use Trends (A4)		90	copies	100.00	9,000.00		
8	Printing, - Barangay Land Use Trends (A3) - (please see attached Terms of Reference for specific details)		30	copies	70.00	2,100.00		
Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.			Total		963,100.00			
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.

2183



CITY PLANNING AND DEVELOPMENT OFFICE

TERMS OF REFERENCE

Technical Specifications

Activity Title	DEVELOPMENT OF COMMUNICATION PLANS, INFOGRAPHICS OF THE UPDATED CLWUP, CDP AND ZO
Budget Account Code	1000-000-2-1-09-001-001-001
Purchase Request No.	100- 23-11-2183

Date of Activity	Estimated Number of Copies/Pieces	Document	Cost per Copy	Total
4th Quarter of 2023	70 copies	Pasig City Comprehensive Land and Water Use Plan 2023-2031	PhP 3,200.00	Php 224,000.00
	70 copies	Pasig City Sectoral Studies (2023-2031)	PhP 5,150.00	Php 360,500.00
	70 copies	Zoning Ordinance	Php 860.00	Php 60,200.00
	70 copies	Zoning Annexes	Php 2,390.00	Php 167,300.00
	70 copies	CLWUP Maps	PhP 1,000.00	PhP 70,000.00
	70 copies	Zoning Maps	PhP 1,000.00	PhP 70,000.00
	90 pieces	Barangay Land Use Trends (A4)	Php 100.00	Php 9,000.00
	30 pieces	Barangay Land Use Trends (A3)	Php 70.00	Php 2,100.00
TOTAL				Php 963,100.00

SPECIFIC DETAILS



- I. **Product:** *Manual*
Title : **Pasig City Comprehensive Land and Water Use Plan 2023-2031**
Number of Copies: 70
Number of Pages: 580 pages
Size of Paper : A4
Type of Paper : Book/Bondpaper (70 gsm) inside
Printing : 100 pages full-colored printing, 480 pages black and white printing
Back-to-back printing of black and white pages will start after the "Table of Contents"
With flyleaf on the 1st and last page of the manual
With title of the manual on the spine of the manual
Cover : PUR or Perfect Bound Colored
Delivery Period : 30 days after issuance of Notice to Proceed

- II. **Product:** *Manual*
Title **Pasig City Sectoral Studies of Pasig City 2023-2031**
Number of Copies: 70 copies
Number of Pages: 878 pages
Size of Paper : A4



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

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

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Type of Paper : Book/Bondpaper (70 gsm) inside
Printing : 152 pages full-colored printing, 726 pages black and white printing
Back-to-back printing of black and white pages will start after the
"Table of Contents"
With flyleaf on the 1st and last page of the manual
With title of the manual on the spine of the manual
Cover : PUR or Perfect Bound Colored
Delivery Period : 30 days after issuance of Notice to Proceed

III. **Product:** Manual
Title Zoning Ordinance of Pasig City 2024-2031
Number of Copies: 70 copies
Number of Pages: 165 pages
Size of Paper : A4
Type of Paper : Book/Bondpaper (70 gsm) inside
Printing : 7 pages full-colored printing, 158 pages black and white printing
Back-to-back printing of black and white pages will start after the
"Table of Contents"
With flyleaf on the 1st and last page of the manual
With title of the manual on the spine of the manual
Cover : PUR or Perfect Bound Colored
Delivery Period : 30 days after issuance of Notice to Proceed

IV. **Product:** Manual
Title Zoning Ordinance of Pasig City 2024-2031 Annexes
Number of Copies: 70 copies
Number of Pages: 1108 pages
Size of Paper : A4
Type of Paper : Book/Bondpaper (70 gsm) inside
Printing : 194 pages full-colored printing, 909 pages black and white printing
Back-to-back printing of black and white pages will start after the
"Table of Contents"
With flyleaf on the 1st and last page of the manual
With title of the manual on the spine of the manual
Cover : PUR or Perfect Bound Colored
Delivery Period : 30 days after issuance of Notice to Proceed

V. **Product:** Maps
Title Pasig City Comprehensive Land and Water Use Map 2023-2031
Number of Copies: 70 copies
Size of Paper : A0
Type of Material : Tarpaulin 120gsm
Printing : Full Color 1 page
Delivery Period : 30 days after issuance of Notice to Proceed






VI. Product: *Maps*
Title *Pasig City Zoning Map 2023-2031*
Number of Copies: *70 copies*
Size of Paper : *A0*
Type of Material : *Tarpaulin 120gsm*
Printing : *Full Color 1 page*
Delivery Period : *30 days after issuance of Notice to Proceed*


VII. Product: *Maps*
Title *Barangay Land Use Trends 2023*
Number of Pieces: *90 pieces*
Size of Paper : *A4*
Type of Material : *Fold cote, UV matte laminated*
Printing : *Full Color 1 page*
Delivery Period : *30 days after issuance of Notice to Proceed*

VIII. Product: *Maps*
Title *Pasig City Zoning Map 2023-2031*
Number of Copies: *30 pieces*
Size of Paper : *A3*
Type of Material : *Tarpaulin 120gsm*
Printing : *Full Color 1 page*
Delivery Period : *30 days after issuance of Notice to Proceed*

Prepared by:


JEFFREY S. NATIVIDAD
Administrative Aide VI

Reviewed/Approved by:


EnP. PRISCELLA B. MEJILLANO, MGM
CGDH II – City Planning and Development
Coordinator

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.

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



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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

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 _____
(Please indicate Company Name)

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