



## REQUEST FOR QUOTATION

Date: 16 January 2024  
RFQ No.: 100-24-01-002

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, Delivery and Printing of Corporate Jackets – Human Resource Development Office** with an Approved Budget for the Contract (ABC) of **Php 345,000.00**, 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<br><i>(PLEASE DO NOT LEAVE BLANK)</i> | QTY | UOM | Approved Budget |                   | Price Offer |            |
|--|---|--|-----|-----|-----------------|-------------------|-------------|------------|
|  |   |  |     |     | Unit Cost       | Total Cost        | Unit cost   | Total Cost |
| 1  | <b>Customized Jacket,</b><br>Type of Jacket: Corporate Jacket<br>Type of Fabric: Armani Fabric<br>Lining: First Class Satin Fabric with inner phasing<br>Casual Stand Collar<br>With zipped side pockets and inside pockets<br>Logo: Tone-on-tone embroidery on the left chest<br>Color: Navy Blue<br><br><b>SEE ATTACHED DETAILED SPECIFICATIONS</b> |  | 150 | pcs | 2,300.00        | 345,000.00        |             |            |
| <b>Note:</b> Other terms and conditions are stipulated in the attached Terms of Reference, if any.   |   |  |     |     | <b>Total</b>    | <b>345,000.00</b> |             |            |
| <b>DELIVERY TERM:</b> Within <b>Thirty (30)</b> calendar days upon the receipt of Notice to Proceed. |   |  |     |     |                 |                   |             |            |

*\*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.*



## TECHNICAL SPECIFICATIONS

### CUSTOMIZED JACKET

1. Type of Jacket: Corporate Jacket
2. Type of Fabric: Armani Fabric
3. Lining: First class Satin Fabric with inner phasing
4. Casual stand Collar
5. With zipped side pockets and inside pockets
6. Logo: Tone-on-tone embroidery on the left chest
  - a. Logo size: 3x3 inches
  - b. Logo color: navy blue
7. Color: Navy Blue
8. Quantity: 150 pcs.
9. The bidders will be required to submit a sample together with their proposal.
10. The jacket supplied for the client should be formal, crease free, color-fast, and the material used should be of high quality.
11. The winning bidder should be a tailoring firm/company with at least 8 experienced sewers (with attached list of sewers).
12. The winning supplier must travel to the client's site to measure participant's sizes within 1-2 days after release of Notice to Proceed.
13. Size requirements: separate male and female cut.
14. Jackets must all be labelled in the collar with the intended name of the official and each package shall be checked by the City HRDO Representative.
15. The jacket should be individually packaged in a packaging bag with the name of the official and each package shall be checked by the City HRDO representative.
13. The customized jackets shall be delivered within thirty (30) calendar days upon the issuance of Notice to Proceed.





LUNGSOD NG  
**PASIG**  
UMAAGOS ANG PAG-ASA

HUMAN RESOURCE DEVELOPMENT OFFICE



LUNGSOD NG  
**PASIG**  
UMAAGOS ANG PAG-ASA

**ÉLVIRA R. FLORES, MNSA, CESE**

City Human Resource Development Officer


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

**IKA-450 TAON**  
PANAHOON NG PASIGUEÑO

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



(02) 8643-1111 \* (02) 8641-1111 loc 1461 \*  bidsandawards@pasigcity.gov.ph \*

 pasigcity.gov.ph

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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), 4<sup>th</sup> 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, 4<sup>th</sup> Floor, Pasig City Hall", and properly marked with the Project Title as provided herein.

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



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