



REQUEST FOR QUOTATION

Date: 07 February 2024

RFQ No.: **100-24-01-247**

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 Flower Arrangements – Cultural Affairs and Tourism Office** with an Approved Budget for the Contract (ABC) of **Php 260,000.00**, 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 <i>(PLEASE DO NOT LEAVE BLANK)</i>	QTY	UOM	Approved Budget		Price Offer	
					Unit Cost	Total Cost	Unit cost	Total Cost
1	Flower arrangement , 5ftx85cm Please see attached TOR for the complete details.		13	sets	6,000.00	78,000.00		
2	flower arrangements , 5ftx80cm Please see attached TOR for the complete details.		36	sets	4,500.00	162,000.00		
3	flower arrangements , 5ftx80cm Please see attached TOR for the complete details.		5	sets	4,000.00	20,000.00		
Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.			Total		260,000.00			
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.*



TERMS OF REFERENCE
for
**FLOWER ARRANGEMENTS FOR THE WREATHLAYING EVENTS AND VARIOUS
ACTIVITIES OF CULTURAL AFFAIRS AND TOURISM OFFICE**


I. DATE AND VENUE OF EVENTS


EVENT	DATE & TIME	VENUE
Liberation Day	February 19, 2024 / 7:30 A.M.	Caruncho Ave., Brgy. San Nicolas, Pasig City
Birth Anniversary of Gen. Valentin Cruz	May 21, 2024 / 7:30 A.M.	San Nicolas, Pasig City
Philippine Independence Day	June 12, 2024 / 7:30 A.M.	Plaza Rizal, Brgy. Malinao, Pasig City
Rizal's Birth Anniversary	June 19, 2024 / 7:30 A.M.	Plaza Rizal, Brgy. Malinao, Pasig City
Sen. Jovito Salonga Day	June 22, 2024 / 2:00 P.M.	TBA
National Heroes Day	August 26, 2024 / 7:30 A.M.	Plaza Rizal, Brgy. Malinao, Pasig City
Nagsabado sa Pasig	August 29, 2023 / 7:30 A.M.	San Nicolas, Pasig City
Birth of Lope K. Santos	September 25, 2024 / 7:30 A.M.	Pasig Library, Caruncho Ave. Pasig City
Marian Exhibit	September 2024	TBA
Trade Fair	October 2024	TBA
Bonifacio Day	November 30, 2024 / 7:30 A.M.	Plaza Bonifacio, Brgy. Kapasigan, Pasig City
Rizal Day	December 30, 2024 / 7:30 A.M.	Plaza Rizal, Brgy. Malinao, Pasig City

4th Floor, Pasig Revolving Tower
Market Avenue, Barangay San Nicolas, Pasig City, 1600 Metro Manila
Tel.: 86430000 – local 1156
cato@pasigcity.gov.ph pasigtourismoffice@gmail.com

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



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

 pasigcity.gov.ph



II. SPECIFICS


FLOWER ARRANGEMENTS:


EVENT	DESCRIPTION
Liberation Day	<ul style="list-style-type: none">• 1 Flower Arrangement for Mayor, 5ftx85cm• 4 Flower Arrangements for the offering, 5ftx80cm• 5 Satin sash, namely:<ul style="list-style-type: none">-City Government of Pasig-Pasig City Council-National Agencies-Non-Government Organizations-Barangay San Nicolas
Birth Anniversary of Gen. Valentin Cruz	<ul style="list-style-type: none">• 1 Flower Arrangement for Mayor, 5ftx85cm• 4 Flower Arrangements for the offering, 5ftx80cm• 5 Satin sash, namely:<ul style="list-style-type: none">-City Government of Pasig-Pasig City Council-National Agencies-Non-Government Organizations-Barangay San Nicolas
Philippine Independence Day	<ul style="list-style-type: none">• 2 Flower Arrangements for Mayor, 5ftx85cm• 4 Flower Arrangements for the offering, 5ftx80cm• 6 Satin sash, namely:<ul style="list-style-type: none">-(2) City Government of Pasig-Pasig City Council-National Agencies-Non-Government Organizations-Barangay Malinao
Rizal's Birth Anniversary	<ul style="list-style-type: none">• 1 Flower Arrangement for Mayor, 5ftx85cm• 4 Flower Arrangements for the offering, 5ftx80cm• 5 Satin sash, namely:<ul style="list-style-type: none">-City Government of Pasig-Pasig City Council-National Agencies-Non-Government Organizations-Barangay Malinao
Sen. Jovito Salonga Day	<ul style="list-style-type: none">• 2 Flower Arrangements, 5ftx85cm• NO sash

4th Floor, Pasig Revolving Tower
Market Avenue, Barangay San Nicolas, Pasig City, 1600 Metro Manila
Tel.: 86430000 – local 1156
cato@pasigcity.gov.ph pasigtourismoffice@gmail.com

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



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

 pasigcity.gov.ph





EVENT	DESCRIPTION
National Heroes Day	<ul style="list-style-type: none"> • 2 Flower Arrangements for Mayor, 5ftx85cm • 4 Flower Arrangements for the offering, 5ftx80cm • 6 Satin sash, namely: <ul style="list-style-type: none"> - (2) City Government of Pasig - Pasig City Council - National Agencies - Non-Government Organizations - Barangay Malinao
Nagsabado sa Pasig	<ul style="list-style-type: none"> • 1 Flower Arrangement for Mayor, 5ftx85cm • 4 Flower Arrangements for the offering, 5ftx80cm • 5 Satin sash, namely: <ul style="list-style-type: none"> - City Government of Pasig - Pasig City Council - National Agencies - Non-Government Organizations - Barangay San Nicolas
Birth of Lope K. Santos	<ul style="list-style-type: none"> • 1 Flower Arrangement for Mayor, 5ftx85cm • 4 Flower Arrangements for the offering, 5ftx80cm • 5 Satin sash, namely: <ul style="list-style-type: none"> - City Government of Pasig - Pasig City Council - National Agencies - Non-Government Organizations - Barangay San Nicolas
Marian Exhibit	<ul style="list-style-type: none"> • 3 Flower Arrangements, 5ftx80cm • No sash
Trade Fair	<ul style="list-style-type: none"> • 2 Flower Arrangements, 5ftx80cm • NO sash

4th Floor, Pasig Revolving Tower
 Market Avenue, Barangay San Nicolas, Pasig City, 1600 Metro Manila
 Tel.: 86430000 – local 1156
cafo@pasigcity.gov.ph pasigtourismoffice@gmail.com

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



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

 pasigcity.gov.ph




Bonifacio Day	<ul style="list-style-type: none">• 1 Flower Arrangement for Mayor, 5ftx85cm• 4 Flower Arrangements for the offering, 5ftx80cm• 5 Satin sash, namely:<ul style="list-style-type: none">-City Government of Pasig-Pasig City Council-National Agencies-Non-Government Organizations-Barangay Kapisigan
Rizal Day	<ul style="list-style-type: none">• 1 Flower Arrangement for Mayor, 5ftx85cm• 4 Flower Arrangements for the offering, 5ftx80cm• 5 Satin sash, namely:<ul style="list-style-type: none">-City Government of Pasig-Pasig City Council-National Agencies-Non-Government Organizations-Barangay Malinao


Attached herewith is the photo of sample flower arrangement for reference.

4th Floor, Pasig Revolving Tower
Market Avenue, Barangay San Nicolas, Pasig City, 1600 Metro Manila
Tel.: 86430000 – local 1156
cato@pasigcity.gov.ph pasigtourismoffice@gmail.com

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



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

 pasigcity.gov.ph



III. DELIVERY TERM

Staggered shall be the delivery term. End user will coordinate with supplier one (1) week prior to delivery schedule.

IV. PAYMENT TERM

Shall be staggered payment term based on actual delivery.


Prepared by:


Marie Charla A. Espino
Admin Aide IV
Cultural Affairs and Tourism Office

4th Floor, Pasig Revolving Tower
Market Avenue, Barangay San Nicolas, Pasig City, 1600 Metro Manila
Tel.: 86430000 – local 1156
cato@pasigcity.gov.ph pasigtourismoffice@gmail.com

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



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

 pasigcity.gov.ph




Sample Flower Arrangement




4th Floor, Pasig Revolving Tower
Market Avenue, Barangay San Nicolas, Pasig City, 1600 Metro Manila
Tel.: 86430000 – local 1156
cat@pasigcity.gov.ph pasigtourismoffice@gmail.com

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



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

 pasigcity.gov.ph

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



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

 pasigcity.gov.ph

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. BEA THERESE P. VILLANUEVA

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)

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



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

 pasigcity.gov.ph