



## REQUEST FOR QUOTATION

Date: 21 March 2024

RFQ No.: **100-24-01-017**

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 Various Supplies – Gender and Development** with an Approved Budget for the Contract (ABC) of **Php 801,500.00**, 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	<b>T shirts,</b> with Advocacy Print, Color Violet, Dry-Fit, Round neck, as per sample pls see attach sample picture sizes pls see attach TOR		830	pcs	400.00	332,000.00		
2	<b>T shirt,</b> with Advocacy Print, 100% cotton, Round neck, as per sample pls see attach sample picture sizes pls see attach TOR <b>Program:</b> I. Women's Fair - 60pcs II. Pride Summit - 250pcs III. All Gender Bazaar - 250pcs IV. MOVE Summit - 350pcs V. GAD Summit - 350pcs		1260	pcs	300.00	378,000.00		
3	<b>Umbrella,</b> with Advocacy Print as per sample pls see attach sample picture size pls see attach TOR		280	pcs	300.00	84,000.00		
4	<b>Plaque,</b> Plaque of Recognition Size: 8 inch x 6 inch Acrylic, Full Color Print		3	pcs	2,500.00	7,500.00		

Personalized text per plaque (list and text will be provided) With box and protective packaging <b>pls see attach sample picture</b>								
<b>Note:</b> Other terms and conditions are stipulated in the attached Terms of Reference, if any.			<b>Total</b>	<b>801,500.00</b>				
<b>DELIVERY TERM:</b> Within <b>Twenty (20)</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.*

TERMS OF REFERENCE

For

SUPPLIES SERVICES FOR THE VARIOUS EVENTS OF THE GENDER AND DEVELOPMENT OFFICE

SOURCE OF FUNDS: GAD Fund

**I. BACKGROUND**


This is a series of activities highlighting women’s rights and valuing the significant contributions of women in society. This aims to highlight men's and women's empowerment as active contributors and claimholders of development. This pursuit of development is also anchored on the commitment of “Malasakit at Pagbabago” or True Compassion and Real Change breaking delimiting mindsets and stereotypes that block women's full participation in development.

**II. VENUE, DATE OF EVENTS AND SPECIFICS**



ACTIVITY	VENUE	MENU
Kick Off	Quadrangle in front of Pasig City Hall	T-shirt with advocacy print full color, violet, Dri-Fit, sizes (s-150, m-300, L-200, xl-100- 2xl-50,3xl-15, 4xl-15 = <b>830</b> , please see the attached sample photo
Women's Fair (Bazaar)	Quadrangle in front of Pasig City Hall	T-shirt with advocacy print full color, violet, 100% cotton, sizes (s-10, m-10, L-20, xl-15- 2xl-5 = <b>60</b> , please see the attached sample photo
Pride Summit	Tanghalang Rizal	T-shirt with advocacy print full color, white, 100% cotton, sizes (s-50, m-70, L-70, xl-40- 2xl-20 = <b>250</b> , please see the attached sample photo
All Gender Bazaar	Tanghalang Rizal	T-shirt with advocacy print full color, white, 100% cotton, sizes (s-50, m-70, L-70, xl-40- 2xl-20 = <b>250</b> , please see the attached sample photo
Move Summit	Tanghalang Rizal	T-shirt with advocacy print full color, orange, 100% cotton, sizes (s-50, m-120, L-120, xl-40- 2xl-20 = <b>350</b> , please see the attached sample photo
GAD Summit	Tanghalang Rizal	T-shirt with advocacy print full color, moss green, 100% cotton, sizes (s-50, m-120, L-120, xl-40- 2xl-20 = <b>350</b> , please see the attached sample photo
Women's Forum	Tanghalang Pasigueño	Umbrella with advocacy print full color, Violet, Straight Umbrella, for rainy and sunny, please see the attached sample photo

**III. DELIVERY AND TERM OF PAYMENT**

The supplies must be delivered within 20 days upon receipt of NTP, :







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

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



Item # 1




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

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Item  
#2




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Item # 3

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 (02) 8643-1111 \* (02) 8641-1111 loc 1461 \*  bidsandawards@pasigcity.gov.ph \*  
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Size Print  
11" W x 11" L

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Print. Size


10 inches width  
13 inches Length

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Print Size  
11 inches width  
12 inches length

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Print size  
11" W x 11" L

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**SEAL OF THE  
MOST GENDER -  
RESPONSIVE  
BARANGAY 2024**

is conferred to

**BARANGAY**



LUNGSOD NG  
**PASIG**  
UMABROS AND PAG-ASA



under the leadership of

Barangay Captain

recognizing its excellent efforts in implementing Gender and Development (GAD) Programs, Projects, and Activities and supporting the mainstreaming at the barangay level for the benefit of its constituents.

Conferred this 28<sup>th</sup> day of September, 2023, in Pasig City.

  
**VICTOR MA REGIS N. SOTTO**  
CITY MAYOR

*Date - subject for revision  
Design template - as is (original design)*



**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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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](mailto: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)**

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