



REQUEST FOR QUOTATION

Date: 27 March 2024

RFQ No.: **100-24-02-266**

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 Supplies – Pamantasan ng Lungsod ng Pasig** with an Approved Budget for the Contract (ABC) of **Php 563,640.00**, 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 <small>(PLEASE DO NOT LEAVE BLANK)</small>	QTY	UOM	Approved Budget		Price Offer	
					Unit Cost	Total Cost	Unit cost	Total Cost
1	Letter Head (Legal), - With PLP Logo (colored) - White, 8.5 x 13 inches, 80 gsm (500 pcs per ream)		15	reams	4,200.00	63,000.00		
2	Letter Head (Letter), - With PLP Logo (colored) - White, 8.5 x 11 inches, 80 gsm (500 pcs per ream)		15	reams	3,600.00	54,000.00		
3	Transcript of Records (security paper), - 90 gsm, 8.5 x 13 inches - One side two colors with gold stamping (500 pcs per ream)		15	reams	4,200.00	63,000.00		
4	Certificate of Registration Form, - Yellow, 8.5 x 11 inches, Bristol 74 lbs - One side full color print, (500 pcs per ream)		16	reams	5,040.00	80,640.00		
5	Grade Report Form, - Yellow, Bristol 74 lbs - One side full color print - 500 pcs per ream, 8.5 x 5.5 inches		16	reams	4,200.00	67,200.00		
6	Letter Envelope with Logo, - #10 white mailing envelope - 4-1/8 x 9-1/2 inches, With PLP Logo (colored) 500 pcs / box		10	boxes	2,160.00	21,600.00		

7	Long Brown Envelope with PLP Logo, - Brown with PLP Logo (colored) 500 pcs / box - 10 x 15 inches		10	boxes	5,400.00	54,000.00		
8	Copy of Grades, - 90 gsm, 8.5 x 13 inches - One side colors (500 pcs per ream)		12	reams	3,000.00	36,000.00		
9	Diploma Paper-, -Translucent 140 GSM, one side gold stamping (500 pcs per ream) 8.5"x 12"		15	reams	5,400.00	81,000.00		
10	Honorable Dismissal Form, - 8.5 x 11 inches, Yellow - 100 gsm, Colored printing of PLP Logo, 500 pcs / box Please see attached samples.		10	reams	4,320.00	43,200.00		
Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.			Total		563,640.00			
DELIVERY TERM: Within Thirty (30) 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

PROJECT NAME: FORMS AND LETTERHEADS FOR THE OFFICE OF THE UNIVERSITY REGISTRAR

FOR: All Prospective Bidders
Members of the Bids and Awards Committee
Other Concerned

Below is the minimum specification for the project

ITEM	QUANTITY	UNIT OF ISSUE	SPECIFICATIONS
Diploma Paper	15	Ream	- Translucent 140 GSM one side gold stamping (500 pcs. per ream) 8.5'X12 inches
Honorable Dismissal Form	10	Ream	- 8.5X11 inches, Yellow, 100gsm - Colored printing of PLP Logo
Transcript of Records (Security Paper)	15	Ream	- 90 gsm, 8.5X13 inches - One side two colors w/gold stamping (500 pcs per ream)
Letter Head (legal)	15	Ream	- With PLP Logo (colored) - White, 8.5X13 inches, 80gsm
Letter Head (letter)	15	Ream	- With PLP Logo (colored) - White, 8.5X11 inches, 80gsm
Certificate of Registration Form	16	Ream	- Yellow, 8.5X11 inches, Bristol 74 lbs - One side full color print, 500 pcs per ream
Grade Report Form	16	Ream	- Yellow, Bristol 74 lbs - One side full color print, 500pcs per ream, 8.5X5.5inches
Letter Envelope with logo	10	Box	- # 10 White mailing envelope - 4-1/8 x 9-1/2 inches, With PLP Logo (colored) 500pcs/box
Long Brown Envelope with PLP Logo	10	Box	- Brown, With PLP Logo (colored) - 10X15 inches, 500 pcs / box
Copy of Grades	12	Ream	90 gsm, 8.5X13 inches, One side colors (500 pcs per ream)

Date, Time and Place of Delivery

DATE	TIME	PLACE
30 days upon receipt of NTP	9:00 AM	Pamantasan ng Lungsod ng Pasig – Office of the University Registrar (OUR)

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



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



pasigcity.gov.ph

City Government of Pasig
PAMANTASAN NG LUNGSOD NG PASIG
OFFICE OF THE UNIVERSITY REGISTRAR


Alkalde Jose St. Kapasigan, Pasig City, Philippines 1600
Tel. Nos.: 628-1013 / 628-1014 loc 110 / 642-8300 loc 110


CERTIFICATE OF REGISTRATION



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



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Alkalde Jose St. Kapasigan, Pasig City, Philippines 1600
Tel. Nos.: 628-1014 loc 110 email address: plpasigregistrar@yahoo.com

CERTIFICATE OF LEGIBILITY TO TRANSFER/HONORABLE DISMISSAL

HD NO: _____
Date: _____

TO WHOM IT MAY CONCERN:

This certifies that _____
a student at the program of _____
is hereby granted permission to transfer from this university.

Official Transcript of Record shall be forwarded upon receipt of the Request Slip below.

University Registrar

(To be accomplished by the requesting school. Cut here and send the lower part to PLP)

REQUEST FOR OFFICIAL TRANSCRIPT OF RECORDS

HD NO: _____
Date: _____

THE REGISTRAR

Pamantasan ng Lungsod ng Pasig
Alkalde Jose St. Kapasigan, Pasig City

Dear Sir/Madam:

Please send us the Official Transcript of Records of the student _____
whose conforming signature appears below.

Signature over Printed Name and Position of School Official

Student's Signature _____
Student Number _____
Program _____
School Requesting _____
Mailing Address _____
School Contact Nos. _____

- () Mail
() Entrust to bearer

Not Valid Without University Seal

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






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PAMANTASAN NG LUNGSOD NG PASIG

UNIVERSITY OF PASIG CITY
OFFICE OF THE UNIVERSITY REGISTRAR
Alkalde Jose St. Kapasigan, Pasig City, Philippines 1600

OFFICIAL TRANSCRIPT OF RECORDS

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



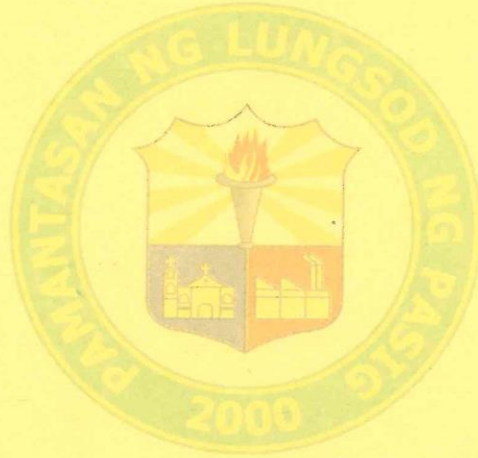
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REPORT OF GRADES



City Government of Pasig
PAMANTASAN NG LUNGSOD NG PASIG
OFFICE OF THE UNIVERSITY REGISTRAR
Alkalde Jose St., Kapasigan, Pasig City, Philippines 1600
Tel. Nos.: 628-1013 Hotline: 6281014 loc. 110 / 6428300 loc. 110

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


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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), 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.

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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. 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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