



## REQUEST FOR QUOTATION

Date: 03 April 2024  
RFQ No.: **100-24-03-498**

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 Office Supplies – Pasig City Science High School** with an Approved Budget for the Contract (ABC) of **Php 109,795.00**, 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	<b>Notebook,</b> 100 leaves, spiral, 110 x 210mm		124	pcs	35.00	4,340.00		
2	<b>Ballpen,</b> Black, ballpoint .5mm		124	pcs	15.00	1,860.00		
3	<b>Colored Paper,</b> Size - A4, 500pcs/ream		3	reams	565.00	1,695.00		
4	<b>Permanent marker,</b> fine black bullet tip, xylene free		10	pcs	100.00	1,000.00		
5	<b>Special Paper for Certificates,</b> 90 gsm, white, 10pcs/pack, Size A4		13	packs	100.00	1,300.00		
6	<b>Brother Ink LC 535,</b> 4 colors xl ( cyan, black, magenta, yellow)		4	bottles	700.00	2,800.00		
7	<b>Polo shirt,</b> dry fit with print color white and black combination Sizes : Small 18pcs, Medium 37pcs, Large 33pcs, XL 23pcs, 2XL 10pcs, 3XL 2pcs and 4XL 2pcs		125	pcs	694.40	86,800.00		
8	<b>Portable Speaker,</b> Power output 5watts Width 3.4inch x Height 5.3inch USB type C charging		2	unit	5,000.00	10,000.00		



Frequency response - 100Hz to 20kHz Waterproof and dustproof							
<b>Note:</b> Other terms and conditions are stipulated in the attached Terms of Reference, if any.			<b>Total</b>	<b>109,795.00</b>			
<b>DELIVERY TERM:</b> 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

### PROVISION OF SEMINAR ATTIRE (POLO SHIRT) FOR PASIG CITY SCIENCE HIGH SCHOOL'S SEMINAR FOR EMPLOYEES: “SAFE SPACES: A TWO-DAY SEMINAR ON PROMOTING RESPECTFUL WORK ENVIRONMENTS AND PREVENTING HARASSMENT”

#### I. RATIONALE

The “Safe Spaces seminar is a heartfelt initiative aimed at nurturing a workplace environment where every member of our school community feels valued, respected, and safe. We recognize that fostering a culture of respect and inclusivity is not just about complying with policies-it’s about embodying our values and caring for each other’s well-being. Through this seminar, we’re not only providing essential education and training on preventing harassment and abuse, but we’re also creating a space for open dialogue, empathy, and mutual support.

Together, we’re standing up for each other, celebrating our diversity, and committing to a workplace culture where everyone can prosper. By addressing these important issues proactively, we’re not only protecting our organization’s reputation but also nurturing a sense of belonging and camaraderie among our team members. Through education, awareness, and collective action, we’re building a stronger, more compassionate workplace, one where everyone can feel proud to contribute and grow.

#### II. SCOPE OF WORK AND TECHNICAL SPECIFICATIONS

The supplier shall be able to cater to the specific cloth material and prescribed design for the polo shirt to be used in the seminar of employees.

##### A. GENERAL REQUIREMENT

Type of Cloth Material: Dri-Fit Polo Shirt, 100% Polyester

Date of Delivery: Before the event on April 18-19, 2024

Place of Delivery: Pasig City Science High School

Number of pieces: 125 pcs.

Sizes: Small- 18 pcs., Medium- 37 pcs., Large- 33 pcs., XL- 23 pcs., 2XL- 10 pcs., 3XL-2 pcs., 4XL- 2 pcs.

Design: with print (see attachment for the design), black and white color combination

##### B. OTHER CONDITION:

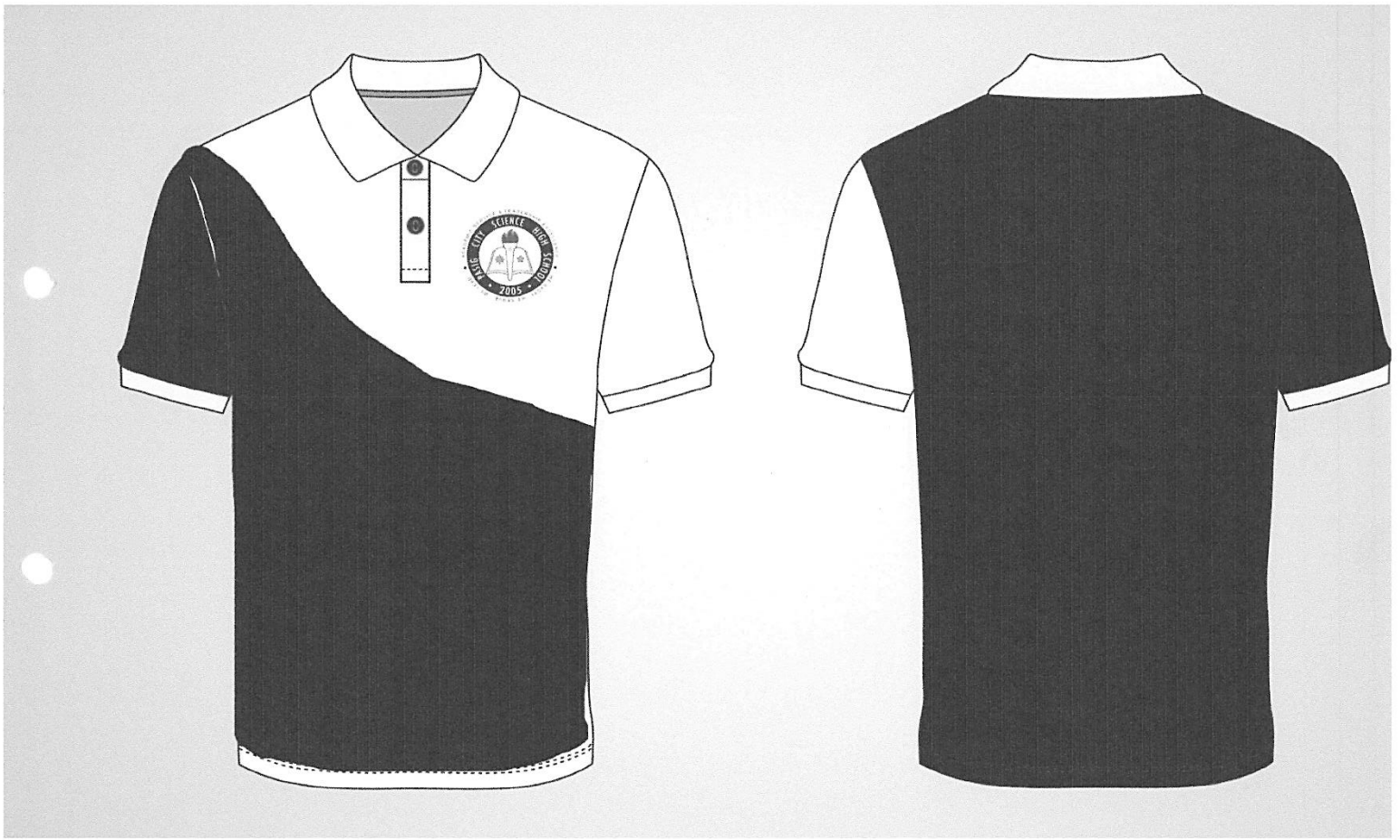
- The polo shirt should be free of any stain or unnecessary marks

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



(02) 8643-1111 \* (02) 8641-1111 loc 1461 \* bidsandawards@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:**

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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.

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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