



## REQUEST FOR QUOTATION

Date: 08 April 2024  
RFQ No.: **100-24-01-232**


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 JANITORIAL SUPPLIES – PASIG CITY LIBRARY** with an Approved Budget for the Contract (ABC) of **Php 234,137.72**, 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.

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>Air Freshener,</b> 280ml per can lemon scent/aerosol		24	can	216.90	5,205.60		
2	<b>Alcohol Ethyl,</b> 500 ml 70% alcohol content/ unscented		80	btls	118.20	9,456.00		
3	<b>All-purpose detergent powder,</b> 1 kl/pack		100	pack	96.00	9,600.00		
4	<b>Bathroom soap,</b> 175 g.bar, large size, scented		24	pcs	66.00	1,584.00		
5	<b>Broom,</b> soft(tambo), Weight 200g		12	pcs	170.60	2,047.20		
6	<b>Broomstick (tingting),</b> 7" diameter		12	pcs	90.00	1,080.00		
7	Cleanser powder 500gm/Scouring		24	cans	96.00	2,304.00		
8	<b>Electrical tool set,</b> <b>contains 8 items:</b> 1. Test Pen 2. Soldering and Desoldering 3. Cutting Pliers 4. Precision Screw Driver 5. Long Nose Pliers 6. Utility Knife	<b>Price per item:</b> Php 200.00 Php 300.00 Php 200.00 Php 200.00 Php 200.00 Php 200.00	1	box	1,800.00	1,800.00		

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	7. Dipped Handle Stripper Php 200.00 8. Insulated Combination Pliers Php 300.00							
9	<b>Garden bolo (itak long) wooden handle,</b> 18" x 2.5" blade(steel:molye) 3.25" handle	2	pcs	700.00	1,400.00			
10	<b>Insect Killer Spray,</b> 150ml/can, aerosol	24	cans	227.45	5,458.80			
11	<b>Muriatic Acid</b>	2	gallon	530.00	1,060.00			
12	<b>Polishing Pad,</b> floor polishing, Green color, material:wool, size 16"	6	pad	363.00	2,178.00			
13	<b>Rags,</b> cotton/round shape/size:approx 7"	12	kilos	99.00	1,188.00			
14	<b>Soil trower (L - 2")(W - 3"),</b> small shovel	4	pcs	60.00	240.00			
15	<b>Scouring pad,</b> 5pcs per pack, approx 9"	6	pack	130.00	780.00			
16	<b>Toilet deodorant cake(big) 50gm</b>	50	pcs	90.00	4,500.00			
17	<b>Toilet tissue paper (2ply),</b> size: 4" 150 pulls per roll, 300 sheets	240	pcs	18.00	4,320.00			
18	<b>Waste Basket,</b> Plastic material, square shape, H 14" x W 14 with lid, none step pedal	6	pcs	100.00	600.00			
19	<b>Liquid bleach 500ml,</b> lemon scent	200	btls	36.00	7,200.00			
20	<b>Trashbag GPP black (big) 100/pack -</b> <b>26x32cm,</b> size xxl, 100pcs per pack	12	pack	600.00	7,200.00			
21	<b>Hand liquid soap 1 gallon</b>	4	gallon	320.00	1,280.00			
22	<b>Padlock hardened solid brass 60mm</b>	2	pcs	420.00	840.00			
23	<b>Push brush (wood handle),</b> brush-plastic material	4	pcs	230.00	920.00			
24	<b>Toilet scrub brush,</b> plastic material, approx 14" in height	12	pcs	250.00	3,000.00			
25	<b>Bulb LED 9 watts,</b> soft white color, screw type	12	pcs	150.00	1,800.00			
26	<b>Twine plastic,</b> big size 3/4 kilo per roll/straw type/color black	17	rolls	150.00	2,550.00			
27	<b>Certificate holder short size,</b> size: 8.5" x 11"	80	pcs	150.00	12,000.00			
28	<b>100 pieces Balloons Size 10 Standard</b> <b>Prolatex</b>	5	pack	300.00	1,500.00			
29	<b>10 Inches 100 pcs Pastel Macaron Latex</b> <b>Balloons</b>	8	pack	250.00	2,000.00			
30	<b>10 Inches 50pcs Metallic Balloons chrome</b> <b>Balloons</b>	8	pack	350.00	2,800.00			
31	<b>Pastillas wrappers cum banderittas</b> <b>assorted color (100cmx90cm) 10pcs</b>	10	pack	120.00	1,200.00			
32	<b>Confetti popper party push up popper</b> <b>party needs/ size: 18x4 cm. weight: 28g</b>	10	pack	200.00	2,000.00			
33	<b>Welcome banner banderitas</b>	1	pcs	850.00	850.00			
34	<b>Puppet stuff toys for puppet show</b>	5	pcs	1,340.00	6,700.00			

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35	Mascott headgear accesories, height:5' 5" weight: 68kg, character type: Winnie the pooh, doraemon		3	pcs	5,000.00	15,000.00		
36	Polisher Machine 16"(with brush and bracket), size: L- 53.34" W - 43.1" H - 119.38"		1	unit	44,506.00	44,506.00		
37	Vacuum Cleaner Industrial (wet & dry)(10 ltrs, 2 mtrs hose flexible with 2 extension rod		1	unit	6,799.00	6,799.00		
38	Industrial stand fan 40-45cm aluminum blades, chrome plated metal grills		4	unit	4,503.28	18,013.12		
39	Souvenir T-shirts, cotton material with collar, sample design attached to file size: pc: 4XL - 1 3XL - 1 XL - 9 L - 20 M - 3 S - 5 XS - 1		40	pcs	500.00	20,000.00		
40	Acetate film sheet for lamination A4, 100 sheets per pack, 80 microns		10	packs	55.00	550.00		
41	Ballpen, black ball point 0.5mm		99	pcs	15.00	1,485.00		
42	Crayons 24 colors, 3x7x10cm, weight 130gms in primary and secondary colors		99	box	40.00	3,960.00		
43	Illustration board size 1/8		2	pcs	120.00	240.00		
44	Printable sticker label white(105gsm)50pcs per pack, glossy		3	packs	150.00	450.00		
45	Specialty paper, vellum short, color white(200gsm)10pcs per pack		8	packs	250.00	2,000.00		
46	Bathroom soap, medium size bar 130 g.		18	pcs	55.00	990.00		
47	Liquid bleach, lemon scent		5	gallon	220.00	1,100.00		
48	Polishing brush, nylon brush material		4	pcs	230.00	920.00		
49	Soil trower, 10"x3" (small shovel)		2	pcs	72.20	144.40		
50	Toilet deodorant cake (big size) 100grams		30	pcs	120.62	3,618.60		
51	Toilet scrub brush, plastic material with wooden handle, approx 14" height		4	pcs	230.00	920.00		
52	Water container drum, 160 liters, plastic material, blue color		3	pcs	1,600.00	4,800.00		
<b>GRAND TOTAL COST</b>		<b>IN FIGURES</b>			<b>234,137.72</b>			
		<b>IN WORDS</b>			<b>TWO HUNDRED THIRTY-FOUR</b>			

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		<b>THOUSAND ONE HUNDRED THIRTY- SEVEN PESOS AND 72/100 ONLY</b>	
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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.

**NOTE:** Other terms, conditions, and requirements are stipulated in the attached Terms of Reference, if any.

**PRICE OFFER:** Unit and Total Prices shall be rounded off up to **two (2)** decimal places.

**VALIDITY OF OFFER:** Within Ninety (90) calendar days from the date of opening of quotation.



**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.*

Souvenir T-shirt, cotton materials with Collar



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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:**

- 1. 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.
- 2. PhilGEPS Registration Number**
- 3. 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:
  - 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.
  - Latest Business Tax Return - refers to the Value Added Tax (VAT) or Percentage Tax returns covering the previous six (6) months.
- 4.** Accomplished and notarized Omnibus Sworn Statement (Form can be downloaded thru <https://www.gppb.gov.ph/downloadable-forms/#tab-61412> )
- 5. 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.


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

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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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