



## REQUEST FOR QUOTATION

Date: 09 April 2024  
RFQ No.: **100-24-01-143**

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 AND EQUIPMENT – TRAFFIC AND PARKING MANAGEMENT OFFICE** with an Approved Budget for the Contract (ABC) of **PHP 827,925.00**, 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.

					APPROVED BUDGET		PRICE OFFER	
ITEM NO.	ITEM DESCRIPTION	BRAND NAME <small>(PLEASE DO NOT LEAVE BLANK)</small>	QTY	UOM	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST
<b>LOT 1</b>								
1	Flash Drive 64gb		5	Pcs	545.00	2,725.00		
2	HP Ink Cartridge (Black) 680		100	Pcs	580.00	58,000.00		
3	HP Ink Cartridge (Tri-Color) 680		100	Pcs	520.00	52,000.00		
4	HP Ink Cartridge (Black) 682		100	Pcs	580.00	58,000.00		
5	HP Ink Cartridge (Tri-Color) 682		100	Pcs	635.00	63,500.00		
6	ECOSYS M5526CDW, (Toner TK-5244K, 5224Y, 5224M, and 5224C) for Kyocera		2	Sets	27,380.00	54,760.00		
7	FS - 1025MFP, (Toner TK-1124) for Kyocera		3	pcs	5,010.00	15,030.00		
8	Multi copy paper A4 ( 5 reams x 500 sheets) 210 x 297mm		21	Boxes	1,800.00	37,800.00		
9	Multi copy paper legal size (5 reams x 500 sheets) 216 x 330mm		50	Boxes	2,000.00	100,000.00		
10	Engineering grade Hi Intensity Grade Reflectorized Stickers, (2ft x 4ft)		30	Rolls	512.00	15,360.00		
11	Extension Cord Wheel Cable Reel (25 meters cord), -Rated voltage: 220-240v -Rated power: 3000watts -Weight: 5.5kg		2	pcs	6,150.00	12,300.00		

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12	Rechargeable Microphone, (High-definition core) -Material: Plastic -Receiving distance: 50 meters -Charging interface: Micro-USB		3	Pcs	1,300.00	3,900.00		
13	Rechargeable Megaphone, -Maximum Power Output: 50 watts -2 Audio Functions: Voice and alarm modes -Siren modes: Amplifies alert/Siren tone through the speaker with adjustable volume control		5	Pcs	1,500.00	7,500.00		
14	Handheld Radio Multi Charger, -No. of pockets: 6 -Height: 2-29/32" -Width: 5-7/64" -Length: 21-1/2"		5	Pcs	15,000.00	75,000.00		
15	Network Video Recorder, 8 Channel for IP Cameras		1	Unit	5,900.00	5,900.00		
16	Hard Disk Drive (HDD) Surveillance		1	Pc	3,000.00	3,000.00		
17	Shield Twisted Pair (STP) CAT5, (305 meters 1 box 24awg 4pairs 1000ft good quality cable)		1	Box	1,600.00	1,600.00		
18	Rj45 Connector Plug		50	Pcs	28.00	1,400.00		
19	Junction Box with Cover (3 x 3), Material: Plastic		10	Pcs	60.00	600.00		
<b>SUBTOTAL COST</b>		<b>IN FIGURES</b>			<b>PHP 568,375.00</b>			
		<b>IN WORDS</b>			<b>FIVE HUNDRED SIXTY-EIGHT THOUSAND THREE HUNDRED SEVENTY-FIVE PESOS</b>			
<b>LOT 2</b>								
20	32" LED Flat Monitor with wall mounted Bracket		1	Unit	16,000.00	16,000.00		
21	Portable Digital Camera, 32GB 44MP Small Portable Digital Camera 2.7K IPS Screen 8X Zoom Face Detection Mini Camera		1	Units	1,950.00	1,950.00		
22	Voice Recorder (8GB Digital Sound Audio Recorder), Type: LCD Digital Voice Recorder USB Interface: Standard USB 2.0 Recording hour: 5-6 hours Memory: capacity: 8GB Battery type: built-in rechargeable lithium battery Charging time: about 2 hours Color: Black		1	Unit	1,500.00	1,500.00		
23	30" Tripod type Industrial Stand Fan, 40 Watts Power 3 Fan speed control With built-in thermal fuse Adjustable height up to 183 cm		2	Units	8,600.00	17,200.00		
24	Air cooler, 5000-7000 m/h strong airflow 3 Fan speed control 3 Sides cooling pad 30-50 Liters water tank capacity		1	Unit	10,400.00	10,400.00		

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	With automatic swing function Automatic shut-off water pump Floor stand with caster wheels Color: Any color							
25	Dual Speaker, 1200-1800-Watts Dual 12" high-powered loudspeaker system Bluetooth compatible 2-way full range audio projection Built-in digital audio amplifier; XLR microphone input/output Connects & stream audio from external devices USB & SD card readers Digital LCD display Rear panel rotary dial & button control center Master volume, microphone volume, treble & bass		1	pcs	32,500.00	32,500.00		
<b>SUBTOTAL COST</b>		<b>IN FIGURES</b>			<b>PHP 79,550.00</b>			
		<b>IN WORDS</b>			<b>SEVENTY-NINE THOUSAND FIVE HUNDRED FIFTY PESOS</b>			
<b>LOT 3</b>								
26	Air Condition Split Type, Installation & Service Specifications: * Type: Inverter Split Type Aircon * cooling capacity: 2.0 HP * power supply (V-ph-Hz): 230V, 60Hz, 1Ph * power consumption (W): 235-2,700 * energy efficiency ratio (EER) (Kj/W-hr): 16.5 - 10.2 * rating current (A): 2.2 - 9.6 * refrigerant type (g): R410 A * air flow (high/med/low) (m3/h): 760 / 600 / 450 * sound pressure level: 42 / 37 / 35 - 45 / 56 * weight (kg): 11.5 - 16.5 * indoor dimension (W*H*D) (mm): 973 X 218 x 319 - 970x380x305 * outdoor dimension ( W*H*D) (mm): 800 x 333 x 554 - 950x395x605 * recommended cooling area: 25 to 41 sqm * warranty Period: 2 Years * with Installation		3	pcs	60,000.00	180,000.00		
<b>SUBTOTAL COST</b>		<b>IN FIGURES</b>			<b>PHP 180,000.00</b>			
		<b>IN WORDS</b>			<b>ONE HUNDRED EIGHTY THOUSAND PESOS</b>			
<b>GRAND TOTAL COST</b>		<b>IN FIGURES</b>			<b>PHP 827,925.00</b>			
		<b>IN WORDS</b>			<b>EIGHT HUNDRED TWENTY-SEVEN THOUSAND NINE</b>			

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<b>HUNDRED TWENTY-FIVE PESOS</b>
The Project shall be awarded as One Project having several items grouped into several lots, which shall be awarded as separate contracts per lot.
Quotations received exceeding each total Cost per Item and/or the total Approved Budget for the Contract shall be rejected.
<b>NOTE:</b> Other terms, conditions, and requirements are stipulated in the attached Terms of Reference, if any.
<b>PRICE OFFER:</b> Unit and Total Prices shall be rounded off up to <b>two (2)</b> decimal places.
<b>VALIDITY OF OFFER:</b> Within ninety (90) calendar days from the date of opening of quotations.
<b>DELIVERY TERM:</b> Within <b>THIRTY (30)</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

**I - Technical Specification: Service/Installation of Split Type Air Conditioner**

**II - Activity Title:** Office Equipment

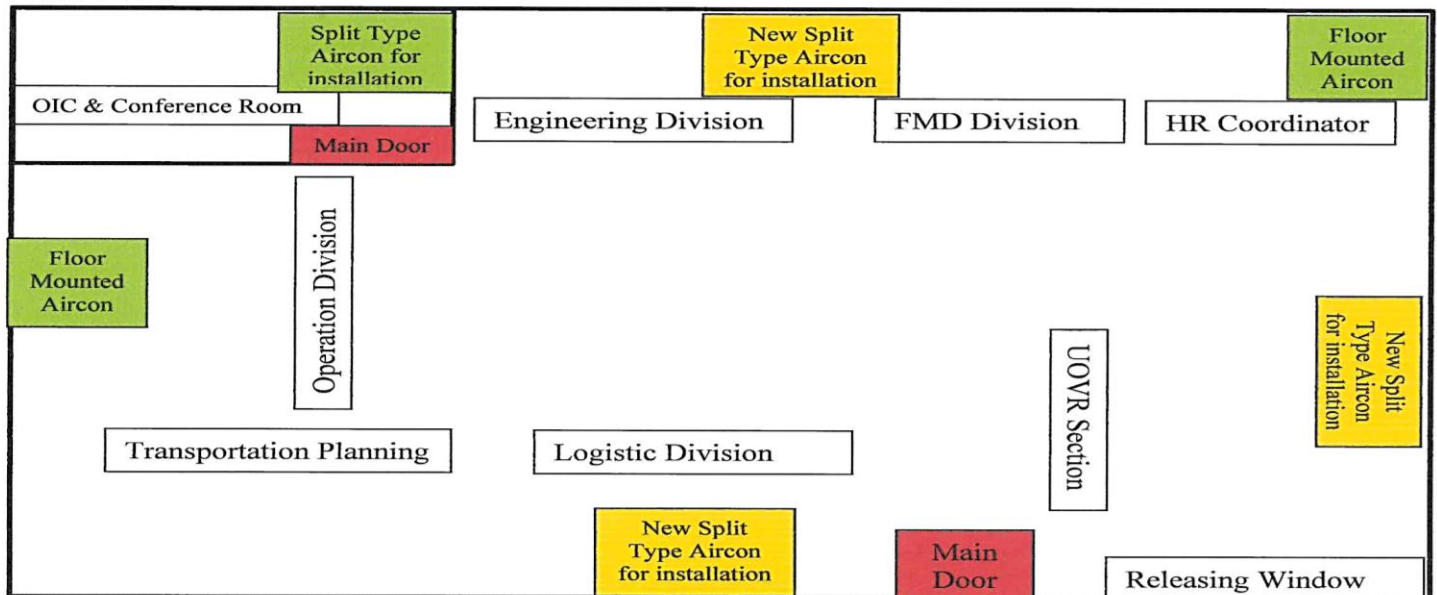
**III – Target Days of Completion:** 30 Calendar Days

**IV – Subject:** For the use of traffic and Parking Management Office

**V – Project Details:**

Item No.	Projects	Units	Description
<b>1</b>	<b>Procurement / Installation of Split Type Air Conditioner</b>	<b>3</b>	<ul style="list-style-type: none"> <li>* Type: Inverter Split Type Aircon</li> <li>* Cooling Capacity: 2.0 HP</li> <li>* Power Supply (V-ph-Hz): 220-230V, 60Hz, 1Ph</li> <li>* Power Consumption (W): 235-2,700</li> <li>* Energy efficiency ratio (EER) (Kj/W-hr): 16.5 – 10.2</li> <li>* Rating current (A): 2.2 – 9.6</li> <li>* Refrigerant Type (g): R410 A</li> <li>* Air flow (high/med/low) (m3/h): 760 / 600 / 450</li> <li>* Sound pressure level: 42 / 37 / 35 – 45 / 56</li> <li>* Indoor Weight (kg): 11.5 – 16.5</li> <li>* Outdoor Weight (kg): 32 - 36</li> <li>* Indoor dimension (W*H*D) (mm): 973x218x319 – 970x380x305</li> <li>* Outdoor dimension (W*H*D) (mm): 800x333x554 – 950x395x605</li> <li>* Recommended cooling area: 25 to 41 sqm</li> <li>* Warranty Period: 2 years</li> <li>* With installation &amp; Services.</li> </ul>

**Floor Plan:**



Color Coding:

Green: Installed Aircon

Yellow: 3 units of Split Type Aircon Location for Installation.

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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

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**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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