



## REQUEST FOR QUOTATION

Date: 12 April 2024  
RFQ No.: **R1 100-24-02-355**


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 CUSTOMIZED SHIRTS – CITY ENVIRONMENT AND NATURAL RESOURCES OFFICE** with an Approved Budget for the Contract (ABC) of **Php 75,000.00**, 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 <i>(PLEASE DO NOT LEAVE BLANK)</i>	QTY	UOM	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST
1	T-SHIRT FOR WORLD NO TOBACCO DAY		200	Pcs	300.00	60,000.00		
2	T- SHIRT FOR INTERNATIONAL COASTAL CLEAN-UP ICC		50	Pcs	300.00	15,000.00		
GRAND TOTAL COST		IN FIGURES			PHP 75,000.00			
		IN WORDS			Seventy – Five Thousand Pesos			
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.								
<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 quotation.								
<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.*

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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# TERMS OF REFERENCE

PROCUREMENT OF PRINTED T-SHIRT (PRINTING SERVICE) FOR "WORLD NO TOBACCO DAY (WNTD)".

## I. RATIONALE

The annual observance informs the public on the dangers of using tobacco, the World No Tobacco Day (WNTD) is observed around the world every year on 31 May therefore the City of Pasig raises public awareness that tobacco kills over 8 million people each year and destroy our environment, damaging human health further, through cultivation, manufacture, distribution, consumption, and post-consumer waste. The City of Pasig have to intensify greater public awareness where each one can fully develop and participate in putting in place a 100% smoke-free environment.

This is encouraging people to quit smoking and not to smoke in public places, and encourage non-smokers to protect themselves and their family from secondhand smoke exposure, as well as the detrimental impact on the environment and climate change.

## II. OBJECTIVE

In order to implement smoking and vaping for World No Tobacco Day in 2024, a t-shirt campaign will be print to increase awareness of the risks associated with tobacco use and secondhand smoke exposure.

## III. SCOPE OF WORK


The service provider for the printing and delivery of **200 pcs. World No Tobacco Day T-Shirt.**

1. Small – 20 pcs.
2. Medium – 50 pcs.
3. Large – 55 pcs.
4. Extra Large – 35 pcs.
5. Double Extra Large – 30 pcs.
6. Triple Extra Large– 5 pcs.
7. Quadruple Extra Large - 5 pcs.

The layouts and designs will be provided by the end – user.


Furthermore, an additional one (1) copy of the printed output will be delivered within 30 days as sample, for approval, before the printing of the 200pcs. WNTD T-shirt.


## IV. REQUIREMENT FOR PROJECT

The end – user will provide a digital or soft copy of the layout design as the final preference of printed t-shirt that must be used by the company of the printing job service provider. No alteration/ changes on the substance, 

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**IV. REQUIREMENT FOR PROJECT**

The end-user will provide a digital or soft copy of the layout design as the final reference of printed t-shirt which will be used by the printing service provider. No alteration/changes on the substance, designs, layouts, and the mutually agreed terms shall be made without the knowledge, consent, and acknowledgement of the end – user.

**V. SPECIFICATIONS**

T-SHIRT WITHOUT COLLAR – ADULT SIZE

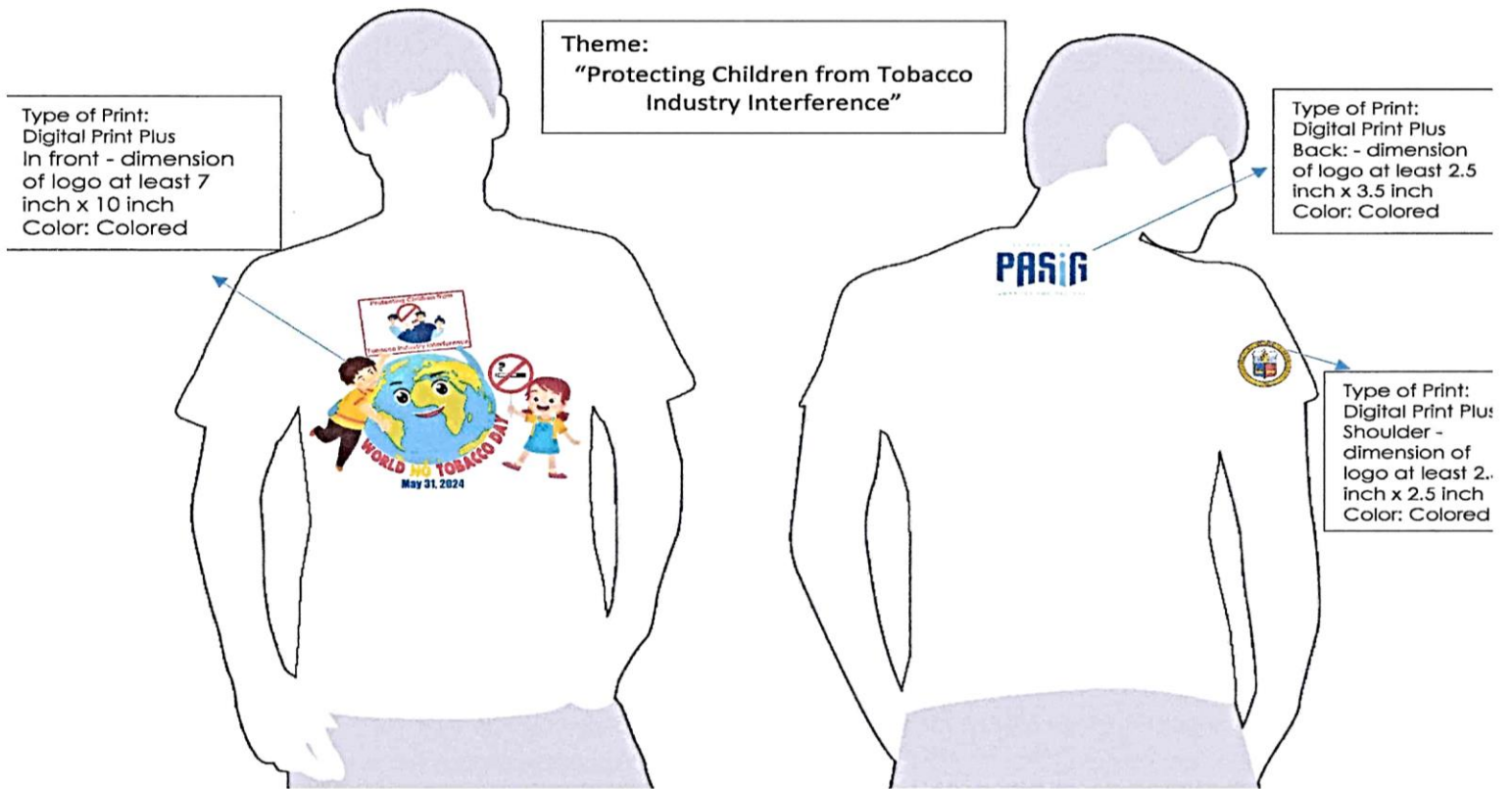
Fabric : Material must be cotton, CVC, non-reactive.

Size : Must have available unisex sizes:

SIZE	S	M	L	XL	2XL	3XL	4XL
CHEST WIDTH	19"	20"	21"	22"	23"	48	60
SHOULDER WIDTH	16"	18"	18"	18.5"	19"	22	23
SLEEVE LENGTH	6.5"	7"	7.5"	8"	8.5"	10.5	11.5
T-SHIRT LENGTH	26.5"	27.5"	28.5"	29.5"	30.5"	32	34
<b>QTY.</b>	<b>20</b>	<b>50</b>	<b>55</b>	<b>35</b>	<b>30</b>	<b>5</b>	<b>5</b>
<b>TOTAL</b>	<b>50 PCS.</b>						

- Print : Digital Printing
- In front - dimension of logo at least 7 inch x 10 inch
  - Shoulder - dimension of logo at least 2.5 inch x 2.5 inch
  - Back - dimension of logo at least 2.5 inch x 3.5 inch
- Color : Shirt Color – White  
Logo - Colored

**T-SHIRT FOR WORLD NO TOBACCO DAY 2024**



SIZE	S	M	L	XL	2XL	3XL	4XL
CHEST WIDTH	19"	20"	21"	22"	23"	48	60
SHOULDER WIDTH	16"	18"	18"	18.5"	19"	22	23
SLEEVE LENGTH	6.5"	7"	7.5"	8"	8.5"	10.5	11.5
T-SHIRT LENGTH	26.5"	27.5"	28.5"	29.5"	30.5"	32	34
<b>QTY.</b>	<b>20</b>	<b>50</b>	<b>55</b>	<b>35</b>	<b>30</b>	<b>5</b>	<b>5</b>
<b>TOTAL</b>	<b>200 PCS.</b>						

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# TERMS OF REFERENCE

## PROCUREMENT FOR THE PRINTING SERVICE OF INTERNATIONAL COASTAL CLEAN-UP (ICC) T-SHIRT.

### I. RATIONALE

International Coastal Cleanup (ICC) is the world's largest volunteer effort for ocean's health and is being conducted every third Saturday of September of each year. In partnership with volunteer organizations and individuals around the globe, ICC engages people to remove trash from the world's beaches and waterways, identify the sources of debris and change the behaviors that allow trash into the water in the first place. The Cleanup also aims to raise environmental awareness and provide information which will guide and influence governments, corporations and industries in developing smart solutions to the marine debris problem.

Simultaneously

### II. OBJECTIVE

The t-shirt will be used as part of the awareness campaign and uniform during the ICC which will be distributed to all participants and volunteers.

### III. SCOPE OF WORK

Printing and delivery of **50 pcs. International Coastal Clean-Up T-Shirt** by the supplier.

1. Small – 10 pcs.
2. Medium – 10 pcs.
3. Large – 10 pcs.
4. XL – 10 pcs.
5. 2XL – 5 pcs.
6. 3XL – 3 pcs.
7. 4XL – 2 pcs.

The layouts and designs will be provided by the end – user.

Furthermore, an additional one (1) copy of the printed output must be delivered as sample on or before 30 days for approval, before the printing of the 50pcs. ICC T-shirt.



## V. SPECIFICATIONS

### T-SHIRT FOR INTERNATIONAL COASTAL CLEAN UP Theme: "Clean Communities = Clean World"



#### T-SHIRT WITHOUT COLLAR – ADULT SIZE

Fabric : Material must be Cotton

Size : Must have available unisex sizes:

SIZE	S	M	L	XL	2XL	3XL	4XL
CHEST WIDTH	19"	20"	21"	22"	23"	48	58
SHOULDER WIDTH	16"	18"	18"	18.5"	19"	22	22.5
SLEEVE LENGTH	6.5"	7"	7.5"	8"	8.5"	10.5	10.5
T-SHIRT LENGTH	26.5"	27.5"	28.5"	29.5"	30.5"	32	33
<b>QTY.</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>5</b>	<b>3</b>	<b>2</b>
<b>TOTAL</b>	<b>50 PCS.</b>						


Type of Print : 3D Printing


- In front - dimension of logo at least 7 inch x 10 inch
- Shoulder - dimension of logo at least 2.5 inch x 2.5 inch
- Back - dimension of logo at least 2.5 inch x 3.5 inch

Color : Shirt Color – White and Blue (#0e2f66)  
Logo - Colored

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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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