



REQUEST FOR QUOTATION



Date: 16 April 2024
RFQ No.: **R1 100-24-03-405**


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 **TRANSPORTATION RENTAL FOR THE CONFLICT AND RESOLUTION MANAGEMENT TRAINING - PEACE AND ORDER DEPARTMENT** with an Approved Budget for the Contract (ABC) of **Php 375,000.00**, 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 <small>(PLEASE DO NOT LEAVE BLANK)</small>	QTY	UOM	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST
CAPDEV SEMINAR OF PUBLIC SAFETY DIVISION								
1	Transportation, Date: April 24 to 26, 2024 (3 days and 2 nights) Venue: Baras, Rizal Pick-up point at Tanghalang Pasigueno on or about 5AM. Drop-off area Baras, Rizal (Vice Versa) 49- Seaters		5	unit/s	75,000.00	375,000.00		
GRAND TOTAL COST		IN FIGURES			PHP 375,000.00			
		IN WORDS			THREE HUNDRED 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.								

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

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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: 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

PROJECT TITLE: Five (5) Passenger Bus for the conduct of 2024 CAPDEV Training and Seminar “Conflict and Resolution Management”

Proposed Cost : Three Hundred Seventy Five Thousand Pesos (Php. 375,000.00)

Project Duration : April 24 to 26, 2024

I. RATIONALE

The POD-Public Safety Division needs passenger bus service to serve as transportation for the participants to the CAPDEV “Conflict and Resolution Management 2024” on April 24 to 26, 2024.

II. TERMS

a. Seating capacity- 49 seaters

Itinerary:

- April 24, 2024- from Tanghalang Pasigueno to Venue
- April 26, 2024- from Venue to Tanghalang Pasigueno

b. Rental duration:

3 days and 2 nights

c. Vehicle must be in good working condition.

- Vehicle must be in excellent mechanical condition and does not need reconditioning, passed a smog and safety inspection, no fluid leak, and free of any mechanical defects.
- All features and vehicles parts must be functioning well such as but not limited to vehicle breaks, signal lights, tire pressure, and air conditioning system among other relevant parts/ functions.

III. INCLUSIONS


- Inclusive of “tolls” and fees for the use of toll roads and expressway wherein the amount of the toll be paid is subject to the distance traveled and vehicle class stipulated in the relevant Toll by -laws for uncongested trip.
- The vehicle shall immediately replace the unit in case of justifiable cause.


III. Qualification of the service provider

- The Bus company should be a PhilGeps member.

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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), 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.

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

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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