



REQUEST FOR QUOTATION

Date: 22 April 2024
RFQ No.: **100-24-04-615**

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 **TRAVEL SERVICES FOR THE BENCHMARKING OF THE LOCAL PEACE AND ORDER COUNCIL – CITY MAYOR’S OFFICE** with an Approved Budget for the Contract (ABC) of **Php 990,000.00**, 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.

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	<p>travel services, -ROUNTRIP AIRFARE With at least 20 kg check-in baggage allowance per pax. Manila (MNL) - Laoag (LAO) May 21, 2024, morning flight on or before 12nn. Laoag (LAO) - Manila (MNL) May 24, 2024, evening flight on or before 11pm. Whole group must be on the same flight.</p> <p>-ACCOMMODATION 4 days/3 nights, May 21-24, 2024, twin-sharing rooms for 40 pax. Hotel must have updated accreditation from the Department of Tourism and have at least a 3-star rating. Must have a function room that can accommodate 40 pax for 4 days, classroom set-up with unlimited free internet access</p> <p>-MEALS (to be served at Hotel) Day 1- May 21, 2024</p>		40	pax	24,750.00	990,000.00		


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<p>Lunch for 40 pax served buffet PM Snacks for 40 pax served plated Dinner for 40 pax served buffet</p> <p>Day 2 - May 22, 2024 Breakfast for 40 pax served buffet AM Snacks for 40 pax served plated Lunch for 40 pax served buffet PM Snacks for 40 pax served plated Dinner for 40 pax served buffet</p> <p>Day 3 - May 23, 2024 Breakfast for 40 pax served buffet AM Snacks for 40 pax served plated Lunch for 40 pax served buffet PM Snacks for 40 pax served plated Dinner for 40 pax served buffet</p> <p>Day 4 - May 24, 2024 Breakfast for 40 pax served buffet AM Snacks for 40 pax served plated Lunch for 40 pax served buffet</p> <p>-TRANSPORTATION</p> <p>Day 1 Van transfer from Laoag International Airport to hotel within 30 minutes of flight arrival for 40 pax</p> <p>Day 2 Van transfer from Hotel to LGU Office by 8am for 40 pax Van transfer to visit Halfway House Sta Joaquina Laoag by 1pm for 40 pax Van transfer from Halfway House Sta Joaquina Laoag to Hotel by 6pm for 40 pax</p> <p>Day 4 Van transfer from hotel to other sites identified by the host LGU by 1pm for 40 pax Van transfer from hotel to Laoag International Airport by 7pm flight back to Manila for 40 pax</p> <p>-OTHER REQUIREMENT Includes at least two (2) tour coordinators familiar with the Laoag area that can assist participants</p> <p>Please see attached Terms of Reference for additional details and trip itinerary.</p>						
<p>GRAND TOTAL COST</p>	<p>IN FIGURES</p>			<p>PHP 990,000.00</p>		
	<p>IN WORDS</p>			<p>NINE HUNDRED NINETY THOUSAND PESOS</p>		

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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: 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
Technical Specifications

Activity Title	<i>STRENGTHENING OF THE PASIG CITY PEACE AND ORDER COUNCIL (PCPOC) IN COUNTERING INSURGENCY THROUGH THE ENHANCED COMPREHENSIVE LOCAL INTEGRATION PROGRAM (ECLIP)</i>
Budget Code	1000-000-2-1-01-001-006-013
Purchase Request No.	



DATE OF ACTIVITY	Estimated Number of Pax	Number of Days	Total Estimated Budget
MAY 21-24,2024	40 PAX	4	990,000.00


- *Arrival* : 1:00 PM (MAY 21, 2024) LAOAG
- *Departure* : 9:00 PM (MAY. 24, 2024) LAOAG

- *Number of Days: 4 days, 3 nights*
- *Desired Venue and/or Function: LAOAG*
- *Type of Accommodation: Live-in for 40 pax.*

Function Room Requirements:
<ul style="list-style-type: none"> • <i>Function room, can accommodate 40 pax, following the IATF Guidelines and flexible for group activities/workshops</i> • <i>Well-lighted and well-ventilated</i> • <i>Availability of audio-visual equipment with stand-by assistant:</i> <ul style="list-style-type: none"> ○ <i>At least One (1) LCD projector</i> ○ <i>At least One (1) whiteboard with whiteboard pen & eraser</i> ○ <i>Complete set of sound system</i> ○ <i>At least Three (3) extension cords</i> ○ <i>At least four (4) microphones with One (1) microphone stands, and</i> ○ <i>Podium/lectern</i> • <i>Unlimited free access to internet /WIFI in all areas of venue</i> • <i>Function room set-up: Classroom type preferred</i> • <i>One (1) table for the Secretariat (Registration Area)</i> • <i>No pillars in the middle of the function room</i>

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Meals Requirements:

MEALS	May 21, 2024	May 22, 2024	May 23, 2024	May 24, 2024
Breakfast		✓	✓	✓
AM Snacks		✓	✓	✓
Lunch	✓	✓	✓	✓
PM Snacks	✓	✓	✓	
Dinner	✓	✓	✓	

- For breakfast: 2 main dishes, rice, bread, choice of hot tea/chocolate or coffee
- For lunch and dinner: 3 main dishes (fish; choice of meat: chicken, pork or beef; and vegetables), soup, rice, dessert, drinks
- AM and PM Snacks: native food, with drinks
- Free flowing coffee and/or tea
- Candies, paper and pencil

Board and Lodging (Full Board):


- Twin Sharing rooms for 40 pax
- Check in time 3:30 pm (May 21, 2024)
- Check-out time 12:00 pm (May 24, 2024)
- 24 hours hot and cold shower
- Sanitized beddings, rooms and restrooms
- Complimentary toiletries and bathrobes
- Unlimited free access to internet /WIFI in the room


Other Requirement/s:

- Transportation for 40 pax
- Maintaining cleanliness-function hall, restrooms, sleeping quarters, hallway, coffee/tea area, and dining area
- With appropriate parking area for at least 2 vehicles
- With 24-hour security, front-desk and housekeeping services.

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ITINERARY

Date/Time	Activity
Day 1: Arrival in Laoag/Preliminaries	
10:00 AM	Meet up at the airport
11:50 AM - 1:15 AM	Flight going to Laoag
01:15 PM - 2:30 PM	Transfer to Hotel
2:30 PM - 3:30 PM	Late Lunch
3:30 PM - 4:00 PM	Registration/Pre-Evaluation
4:00 PM - 6:00 PM	<ul style="list-style-type: none"> • Preliminary Discussion of the Enhanced Comprehensive Local Integration Program (E-CLIP) by DILG Pasig and Joint Task Force NCR • Daily Evaluation
6:00 PM	Dinner
Day 2: Interfacing with LGU Officials/Benchmarking Activities/Lecture	
07:00 AM - 8:00 AM	Breakfast
8:00 AM - 11:00 AM	Courtesy Call to Host LGU Officials (Governor/Mayor)
11:00 AM - 12:00 NN	Sharing of Best Practices on E-CLIP
12:00 NN - 1:00 PM	Lunch
1:00 PM - 4:00 PM	<ul style="list-style-type: none"> • Visit to Halfway House Sta. Joaquina Laoag • Sharing of Best Practices by the Halfway House Administrators
4:00 PM - 5:00 PM	Daily Evaluation
6:00 PM	Dinner
Day 3 Benchmarking Activities/Lecture	
07:00 AM - 8:00 AM	Breakfast
8:00 AM - 12:00 NN	Sharing of E-CLIP Best Practices <ul style="list-style-type: none"> • DILG Provincial Director • Provincial City Social Welfare and Development Office
12:00 NN - 1:00 PM	Lunch
1:00 PM - 4:00 PM	Sharing of E-CLIP Best Practices <ul style="list-style-type: none"> • JTF Region 1 • Philippine National Police Region 1
4:00 PM - 5:00 PM	Daily Evaluation
6:00 PM	Dinner
Day 4 Action Planning/Flight Back to Manila	
07:00 AM - 8:00 AM	Breakfast
8:00 AM - 11:00 AM	Action Planning/Next Critical Steps for the Pasig City E-CLIP Committee
11:00 AM - 12:00 NN	<ul style="list-style-type: none"> • Post Evaluation • Closing Program
12:00 NN - 1:00 PM	Lunch
1:00 PM - 5:00 PM	Tourism Governance/ Optional Tours
6:00 PM - 7:00 PM	Dinner
7:00 PM	Transfer from Hotel to Airport
9:00 PM	Flight back to Manila
10:30 PM	Arrival in Manila

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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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