



## REQUEST FOR QUOTATION

Date: 26 April 2024  
RFQ No.: **100-24-03-575**


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 MATERIALS – EDUCATION UNIT** with an Approved Budget for the Contract (ABC) of **Php 488,200.00**, 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	<b>Gold Medals,</b> Specifications: Size: 6cm in diameter Front: DepEd Logo (embossed) Back: Transparent Stickers (Umaagos ang Pag-asa) At the center portion Lace color: Navy Blue Lace size: 1 1/2 inches wide, 28 inches long Lace materials: Polyester w/ white box		313	pcs	120.00	37,560.00		
2	<b>Silver Medals,</b> Specifications: Size: 6cm in diameter Front: DepEd Logo (embossed) Back: Transparent Stickers (Umaagos ang Pag-asa) At the center portion Lace color: Navy Blue Lace size: 1 1/2 inches wide, 28 inches long Lace materials: Polyester w/ white box		238	pcs	120.00	28,560.00		

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3	<b>Bronze Medals,</b> <b>Specifications:</b> Size: 6cm in diameter Front: DepEd Logo (embossed) Back: Transparent Stickers (Umaagos ang Pag-asa) At the center portion Lace color: Navy Blue Lace size: 1 1/2 inches wide, 28 inches long Lace materials: Polyester w/ white box <b>Please see attached Technical Specifications for additional details.</b>		474	pcs	120.00	56,880.00		
	<b>TOTAL COST</b>	<b>IN FIGURES</b>			<b>PHP 123,000.00</b>			
		<b>IN WORDS</b>			<b>ONE HUNDRED TWENTY-THREE THOUSAND PESOS</b>			
	<b>LOT 2</b>							
4	<b>Plaque 14 inches,</b> <b>Specifications:</b> Size: 14 inches height (highest point) 12 inches width 0.50 cm. thickness Base size: 1 1/2 inches Material: Crystal Glass Printing method: Digital Printing <b>Supplier shall use the design and layout to be provided by the end user</b>		26	pcs	2,000.00	52,000.00		
5	<b>Plaque 10 inches,</b> B. Plaque - 10 inches <b>Specifications:</b> Size: 10 inches height (highest point) 8 inches width 0.50 cm. thickness Base size: 1 1/2 inches Material: Crystal Glass Printing method: Digital Printing Supplier shall use the design and layout to be provided by the end user <b>Please see Attached Technical Specifications for additional details.</b>		174	pcs	1,800.00	313,200.00		
	<b>TOTAL COST</b>	<b>IN FIGURES</b>			<b>PHP 365,200.00</b>			
		<b>IN WORDS</b>			<b>THREE HUNDRED SIXTY-FIVE THOUSAND TWO HUNDRED 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> Please refer to the Terms of Reference.								

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*\*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.*

**TECHNICAL SPECIFICATIONS  
PR NO. 100-24-03-575.  
CONSOLIDATED AWARDS SUPPLIES FOR VARIOUS EVENTS  
UNDER SPECIAL EDUCATION FUND 2024**

**PROJECT TITLE: PURCHASE OF AWARDS SUPPLIES TO BE USED IN VARIOUS EVENTS UNDER SPECIAL EDUCATION 2024**

**I. PROJECT DESCRIPTION:**

This project is for the purchase of various awards supplies such as medals and glass plaques that will be used in various events under Special Education Fund 2024 for Calendar Year 2024.

**II. PROVISION OF SAMPLE:**

Samples must strictly follow the design and specifications provided by the Education Unit.

**III. TECHNICAL SPECIFICATIONS PER LOT IN THE PROJECT**

**LOT 1**

**Medals**

Packaging:

- i. Each medal should be placed individually inside a white-colored box. The color of the medal must be clearly indicated on the box.
- ii. The boxed medals must be stored inside a brown box for proper storage.
- iii. The quantity distribution of the medals, which shall be done by color, must be clearly printed or written on the brown box for easier reference.

**LOT 2**


**Glass plaques**


- i. Each individual plaque must be secured in bubble wrap to prevent breakage.
- ii. The wrapped glass plaques must be stored inside a brown box for proper storage.
- iii. Crumpled newspaper or any kind of paper be placed in between the wrapped glass plaques for additional protection against breakage.
- iv. The Education Unit shall provide to Supplier the details that will be printed on the glass plaques at least seven (7) days before the scheduled event where they will be used.

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#### IV. QUANTITY DISTRIBUTION FOR MEDALS AND PLAQUES

SDO Event	Plaque 14"	Plaque 10"	Gold Medal	Silver Medal	Bronze Medal
2024 Festival of Talents – Division, Regional, and National	10	80	118	118	354
Campus Journalism Program	16	8	120	120	120
Research Grant and Incentives for Teaching and Non-Teaching Personnel 2024		26			
2 <sup>nd</sup> Senior High School (SHS) Research Conference and Awards Night		60			
Council Legion of Outstanding Boy Scouts			75		

#### V. DELIVERY: STAGGERED DELIVERY

1. The Education Unit shall coordinate and give advance notice to the Supplier at least seven (7) days before the scheduled event for the required number of medals and glass plaques to be delivered.
2. Supplier must deliver the medals and glass plaques to the OGS Warehouse located in Brgy. Sto Tomas, Pasig City.
3. If upon inspection some items are found to be damaged, Supplier must undertake to replace the damaged items immediately as soon Supplier is properly and duly notified by the Education Unit.

#### VI. BASIS OF PAYMENT

1. Payments shall be based on the actual number of medals and glass plaques that were delivered within the given quarter.
2. Payments will be processed quarterly, specifically in the months of June, September, and December 2024.
3. The Supplier shall bring original copies of the Delivery Receipt and Billing Statement/Sales Invoice during each event to be signed by and turned over to the Education Unit.


#### VII. RETURN AND EXCHANGE POLICY


In case damaged or incorrect items were delivered by the Supplier, the Education Unit shall communicate the same to the Supplier. The Supplier shall replace the items within seven calendar days from the receipt of the notice from the Education Unit about the damaged or incorrect items.

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REFERENCE PHOTOS

- Medals

\*Lace color is **navy blue**. Note that the printed design of the item might not accurately reflect the actual color due to limitations in the color gamut of the printer. End-User shall provide the Supplier the color hex code for the correct shade of **navy blue**.



**B FRONT**



**BACK**


- Plaque




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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 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

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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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