



REQUEST FOR QUOTATION / INVITATION FOR NEGOTIATION **NEGOTIATED PROCUREMENT – TWO FAILED BIDDINGS**

Date: 29 April 2024

RFQ No.: 100-24-01-117

1. The **CITY GOVERNMENT OF PASIG**, through the Bids and Awards Committee (“BAC”), has a procurement project for the **Supply and Delivery of Hand-Woven Sablay for Grade 6 and Grade 12 Graduates under SDO – Pasig City for SY 2023-2024 – Education Unit** with an Approved Budget for the Contract (“ABC”) **Thirteen Million Six Hundred Fifty-Three Thousand Eight Hundred Twenty-Seven Pesos & 14/100 Only (Php 13,653,827.14)**.
2. A complete set of the Request for Quotation (“RFQ”) may be acquired by interested bidders upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines on issued by the GPPB, in the amount of Twenty-Five Thousand Pesos (Php 25,000.00)
3. Bidders, except those who have previously participated in any of the last two (2) failed biddings, are required to pay the applicable fee for the sale of RFQ not later than the deadline for the Submission and Receipt of the Best Offers/Quotation.
4. On 14 November 2023, the CITY GOVERNMENT OF PASIG issued Ordinance No. 68 authorizing the annual budget of Pasig City for Fiscal Year 2024 wherein it specifically earmarks the amount of Thirteen Million Six Hundred Fifty-Three Thousand Nine Hundred Twenty Pesos Only (Php13,653,920.00) for the above Procurement Project to be specifically contracted out to Non-Governmental Organizations (NGOs).
5. The procurement will be conducted through **Negotiated Procurement – Two Failed Biddings limited to NGOs** in accordance with Section 53.1 and Section 53.11 of the 2016 Revised Implementing Rules and Regulations (“IRR”) of Republic Act No. 9184 (“R.A. No. 9184”).
6. The project shall be awarded as one (1) lot, which shall be awarded as a single contract. Quotations received in excess of the ABC shall be rejected.

7. Interested bidders may obtain further information from the Procurement Management Office at the address given below during office hours, Monday to Friday, from 8:00 A.M. to 5:00 P.M.

8. The schedule of activities are as follows:

ACTIVITIES	SCHEDULE
Advertisement/Posting of Request for Quotation	29 April 2024
Negotiation	03 May 2024 at 10:00 A.M., 7 th Floor Meeting Room, Pasig City Hall, Caruncho Avenue, San Nicolas, Pasig City

9. Following completion of the negotiations, the BAC shall request all suppliers, contractors or consultants in the negotiation proceeding to submit on a specified date, the following documents, in a sealed envelope addressed to the “Bids and Awards Committee, 4th Floor, Pasig City Hall” and properly marked with the project title, name of bidder, address of the bidder, and contact details of the bidder:

- **SEC or CDA registration certificate;**
- **Latest articles of incorporation;**
- **Valid and Current Mayor's Permit/from the NGOs principal place of business** (or a recently expired Mayor’s 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).
- **Certificate of PhilGEPS registration**
- **Taxpayer’s Identification Number**
- **Latest Tax Returns and Tax Clearance** - Latest Income 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.
- Statement of all its ongoing and completed government and private contracts within the relevant period, where applicable, including contracts awarded but not yet started, if any in accordance with Section 23.1 (a) (iv) of the IRR276 of R.A. 9184

- Audited financial statements for the past three (3) years, stamped “received” by the BIR or its duly accredited and authorized institutions, showing, among others, its total and current assets and liabilities
 - Original duly signed Omnibus Sworn Statement (OSS); and if applicable, Original Notarized Secretary’s Certificate in case of a cooperative;
 - Duly accomplished Request for Quotation
10. Quotations submitted after the scheduled submission of quotations shall not be accepted.
11. Award of contract shall be made to the supplier, contractor or consultant determined to have the Single or Lowest Calculated and Responsive Quotation (for goods and infrastructure projects) or Single or Highest Rated and Responsive Proposal (for consulting services).
12. To guarantee the faithful performance of the winning bidder’s obligation, it shall post a Performance Security prior to the signing of the contract, in accordance with any of the following forms prescribed in Section 39.2 of the 2016 Revised IRR of R.A. No. 9184.
13. The Performance Security shall remain valid until issuance by the City Government of Pasig of the Certificate of Final Acceptance (Certificate of Completion). The Performance Security may be released after the issuance of the Certificate of Final Acceptance (Certificate of Completion), subject to the conditions stipulated in Section 39.5 of the 2016 Revised IRR of R.A. No. 9184.
14. The **CITY GOVERNMENT OF PASIG** reserves the right to reject any and all proposal/s, cancel or terminate the conduct of procurement activities, or not award the contract in accordance with Sections 35.6 and 41 of the IRR of R.A. No. 9184, without thereby incurring any liability to the affected bidder or bidders.
15. For any clarification, you may contact us at telephone no. (02) 8641-1111 loc. 1461 or send us an email at bidsandawards@pasigcity.gov.ph

SGD

ATTY. BEA THERESE P. VILLANUEVA
Officer in Charge, Procurement Management Office

REQUEST FOR QUOTATION

Date:
RFQ No.: 100-24-01-117

Name of Company: _____

Address: _____

Name of Store/Shop: _____

Address: _____

TIN: _____

PhilGEPS Registration Number (required prior to award): _____

Item No.	Item Description	Brand Name <small>(indicate the "BRAND" be offered, or the manufacturer's name)</small>	QTY	UOM	Approved Budget		Price Offer	
					Unit Cost	Total Cost	Unit Cost	Total Cost
1	<p>SABLAY</p> <p>(HAND-WOVEN)</p> <p>Hand-woven</p> <ul style="list-style-type: none"> - Size: 64" length x 5" width - Color: Combination of Royal Blue and white - OEKO-TEX certified weaving threads must be used <p>Front</p> <ul style="list-style-type: none"> - With sewn in patch of the school seal at the 		23,103	pieces	649.78	13,653,827.14		

	<p>uppermost end of the sablay</p> <ul style="list-style-type: none"> - Below the school seal are embroidered Baybayin characters which translate to Hope ("Pag-asa") - Below the Baybayin characters is the sewn in the patch of the seal of the City of Pasig - With intricate wave pattern, which signifies the continuity of flow ("umaagos"), at the lowermost end of sablay <p>Back</p> <ul style="list-style-type: none"> - With embroidered "Lungsod ng Pasig Umaagos ang Pag-asa" logo placed on the upper half portion <p>Please see attached Terms of Reference and reference photos for additional details.</p>							
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TOTAL: 13,653,827.14

NOTE: The Prices per item in the offer (regardless if the project is considered as one contract or several lots) must not exceed the approved unit price per item.

DELIVERY TERM: within 30 calendar days upon issuance of Notice to Proceed

DELIVERY PLACE: Please refer to Terms of Reference

PAYMENT TERM: Within 45 days after completion of delivery and inspection and acceptance by the Procuring Entity as evidenced by a Certificate to that effect

I hereby certify that the products to be delivered will conform to the specifications stated in the Item Description and provisions in the Terms of Reference, if any, and I hereby agree to the Terms of Delivery indicated in the submitted form.

Conforme:

Signature over Printed Name

Position

Duly authorized to sign quotation/offer for and on behalf of _____
(Please indicate Company Name)

TERMS OF REFERENCE

I. PROJECT DESCRIPTION

Supply and Delivery of Sablay (Hand-Woven) for Grade 6 and Grade 12 graduates under SDO-Pasig for SY 2023-2024.

II. PROCUREMENT METHOD

Limited to non-governmental organizations.

III. PROVISION OF SAMPLE

Sample of work must be provided during post qualification

IV. DELIVERY: 30 Calendar Days

1. All items shall be delivered to the OGS Warehouse at Sto. Tomas, Pasig City.
2. Each Sablay piece shall be individually packed.
3. All Sablay pieces per school should be properly grouped together in an appropriately sized box for ease of delivery and distribution per school.

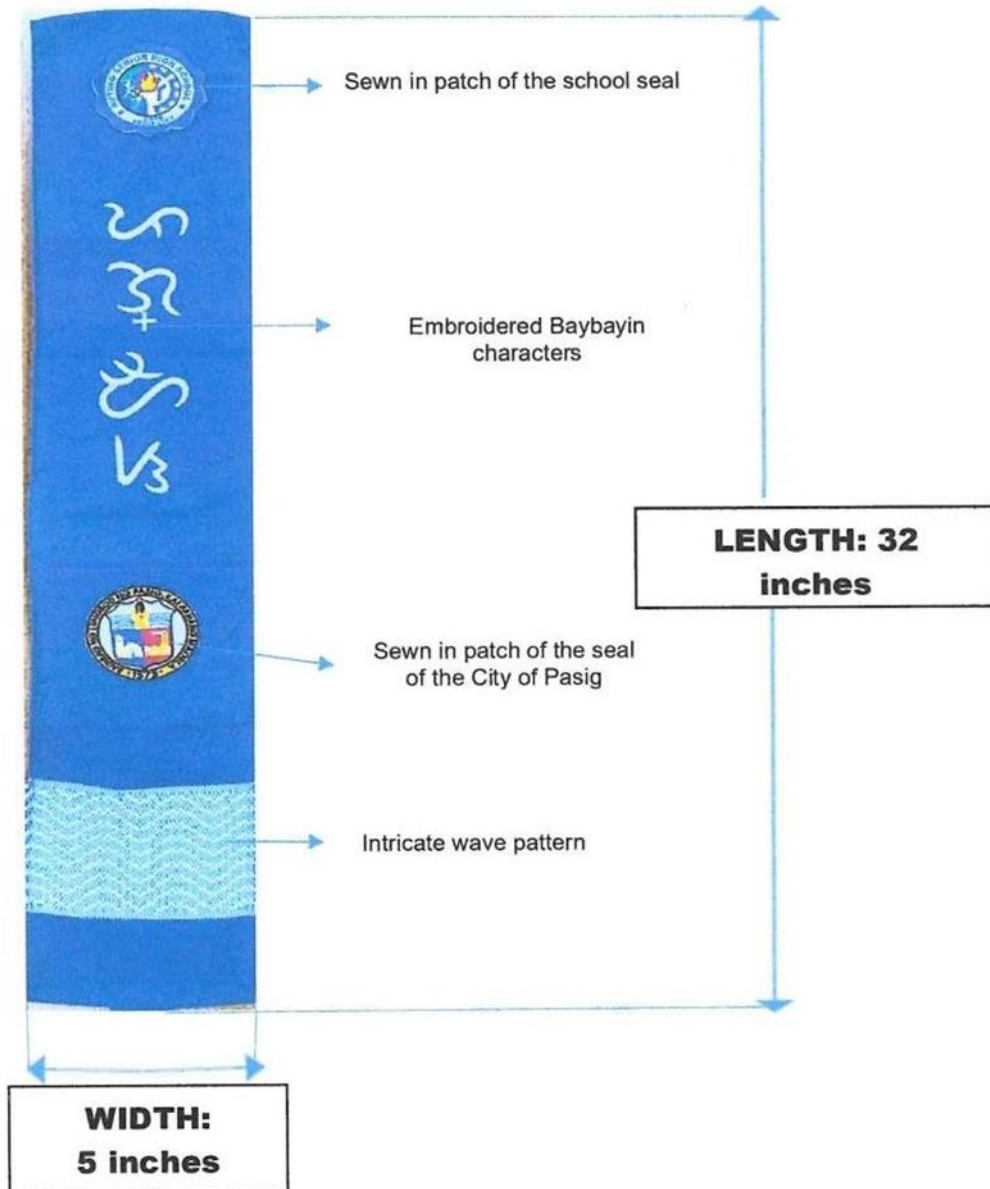
*The Education Unit shall provide the supplier with the correct number of graduates per school. It shall also prepare a distribution list.

V. BASIS OF PAYMENT

One hundred percent (100%) of the Contract Price upon completion of delivery and acceptance of the items.

REFERENCE SAMPLE

FRONT



BACK

