



## REQUEST FOR QUOTATION

Date: 30 April 2024  
RFQ No.: **100-24-01-053**


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 – PASIG CITY INSTITUTE OF SCIENCE AND TECHNOLOGY** with an Approved Budget for the Contract (ABC) of **Php 939,000.00**, 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 <u>(PLEASE DO NOT LEAVE BLANK)</u>	QTY	UOM	APPROVED BUDGET		PRICE OFFER	
					UNIT COST	TOTAL COST	UNIT COST	TOTAL COST
1	Antibac Detergent Powder, 1.32kg/pack		20	packs	260	5,200.00		
2	Detergent Powder with Fabcon, 8.75kg/bucket		15	buckets	1,995.00	29,925.00		
3	Detergent Powder, 1/2kg/pack		1000	packs	75.00	75,000.00		
4	White Bath Bar Soap, 175g/box		50	boxes	205.00	10,250.00		
5	Multi-insect Killer Spray, 1000ml/can		50	cans	640.00	32,000.00		
6	Circle Cotton Rags, 6inches Diameter Any Color		1000	pcs	7.00	7,000.00		
7	Disinfectant Spray, 510g/btls		100	btls	650.00	65,000.00		
8	Dishwashing Liquid, 1L/btl		20	btls	85.00	1,700.00		
9	Dishwashing Liquid Soap, Lemon Flavor		40	gallons	300.00	12,000.00		
10	Toilet Bowl Cleaner Classic, 500ml/btl		20	btls	450.00	9,000.00		
11	Dust Pan, Length: 29cm Depth: 27cm Height: 71cm Material: Plastic Any Color		50	pcs	150.00	7,500.00		

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12	Fabric Conditioner, 1.3L/btl		100	btls	490.00	49,000.00		
13	Toilet Tissue Paper, 2ply 180sheets		400	rolls	50.00	20,000.00		
14	Garbage Bag Roll, Big Size: 37 x 40inches Color: Black 50pcs/pack Thickness: 12microns		140	packs	350.00	49,000.00		
15	Garbage Bag Roll, Small Size: 20 x 22inches Color: Black 50pcs/pack Thickness: 12microns		140	packs	300.00	42,000.00		
16	Liquid Hand Soap		80	gallons	695.00	55,600.00		
17	Mop Handle, Length: 140cm Material: Wood		70	pcs	500.00	35,000.00		
18	Muriatic Acid, 250ml/pc		200	pcs	150.00	30,000.00		
19	Pledge Spray, 330ml/can Lemon Scent		60	cans	500.00	30,000.00		
20	Scouring Pad with Sponge, Size: 100 x 75mm Height: 50mm		300	pcs	75.00	22,500.00		
21	Toilet deodorant cake, 100g/pc Scent: Apple, Cherry, Lemon, Orange and Sampaguita Note: 160pcs/scent		800	pcs	150.00	120,000.00		
22	Trash Can Plastic, Capacity: 15L Color: Black, Red, Tan, Blue and Green Note: 16pcs/color		80	pcs	400.00	32,000.00		
23	Utility Plastic Pail with Metal Handle, Capacity: 16L Color: Blue and Red Note: 5pcs/color		10	pcs	500.00	5,000.00		
24	Original Bleach, 3785/gallon		95	gallons	350.00	33,250.00		
25	Color Safe Bleach, 900ml/btls		67	btls	150.00	10,050.00		
26	Toilet Bowl Brush with Handle, 14.5inches Length Materials: Plastic Color: White, Red, Green, Blue and Orange Note: 8pcs/color		40	pcs	180.00	7,200.00		
27	Air Freshener, 250ml/btls Vanilla Cream and Lavender Scent 60btls per Scent		120	btls	500.00	60,000.00		
28	Gel Air Freshener, 180g/pc		6	pcs	400.00	2,400.00		
29	Liquid Laundry Detergent		25	gallons	880.00	22,000.00		
30	All Purpose Cleaner Liquid		10	gallons	900.00	9,000.00		
31	Floor Squeegee with Long Handle, 45cm Wide 120cm Length Material: Plastic Any Color		5	pcs	600.00	3,000.00		

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32	liquid chlorine, 6% Chlorine by volume		20	gallons	500.00	10,000.00		
33	Disinfectant Hard Stain Remover Concentrated		15	gallons	1,995.00	29,925.00		
34	Scrubbing Pad, Dimension (L x W): 6 x 9 inches Color: Green Thickness: 0.6inches		100	pcs	75.00	7,500.00		
<b>GRAND TOTAL COST</b>		<b>IN FIGURES</b>			<b>PHP 939,000.00</b>			
		<b>IN WORDS</b>			<b>NINE HUNDRED THIRTY-NINE THOUSAND PESOS</b>			

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

PR NO.: 100-24-01-053

### 1. Background:

The PCIST/ BCLP and Livelihood is in need of a comprehensive procurement plan for janitorial supplies to maintain the cleanliness and hygiene standards across all facilities.

### 2. Objective:

The primary objective is to establish a systematic approach to the procurement of janitorial supplies to ensure the availability of high-quality products while optimizing costs.

### 3. Delivery:

All the janitorial supplies will only be delivered to OGS Warehouse, Brgy. Sto. Tomas Pasig City and cannot be delivered directly to the End User.


- 30 DAYS


### 4. Payment:

Upon completion of delivery of all the items stipulated in the Purchase Order, payment shall be processed, provided all necessary documents under existing rules, laws and policy in accordance to auditing and accounting rules.

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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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