



REQUEST FOR QUOTATION

Date: 30 April 2024
RFQ No.: **R1 100-24-03-502**


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 – CULTURAL AFFAIRS AND TOURISM OFFICE** with an Approved Budget for the Contract (ABC) of **Php 512,210.00**, 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
LOT 1 - FLAGS								
1	Philippine Flags, 8ftx16ft Please see attached technical specifications for additional details.		4	pcs	3,500.00	14,000.00		
2	Philippine Flag, 2ftx4ft Please see attached technical specifications for additional details.		200	pcs	300.00	60,000.00		
3	k-k flag, 2ftx4ft Please see attached technical specifications for additional details.		2	pcs	350.00	700.00		
4	k flag, 2ftx4ft Please see attached technical specifications for additional details.		2	pcs	350.00	700.00		
5	K-K-K triangle flag, 2ftx4ft Please see attached technical specifications for additional details.		2	pcs	350.00	700.00		
6	Magdalo flag, 2ftx4ft Please see attached technical specifications for additional details.		2	pcs	450.00	900.00		
7	Magdiwang flag, 2ftx4ft Please see attached technical specifications for additional details.		2	pcs	450.00	900.00		
8	Sun with face flag, 2ftx4ft Please see attached technical specifications for additional details.		2	pcs	450.00	900.00		

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9	Barangay Flags, 3ftx6ft Logos will be provided by the end-user. Please see attached technical specifications for additional details.		30	pcs	780.00	23,400.00		
	TOTAL COST	IN FIGURES			PHP 102,200.00			
		IN WORDS			ONE HUNDRED TWO THOUSAND TWO HUNDRED PESOS			
LOT 2 – VARIOUS SUPPLIES AND MATERIALS								
10	Roll up banner stand, 2ftx5ft Please see attached technical specifications for additional details.		3	pcs	1,200.00	3,600.00		
11	Geena Cloth, Color: sky blue and white		500	yards	45.00	22,500.00		
12	Gun tacker staple wire , Please attached technical specifications for the complete details.		4	boxes	150.00	600.00		
13	Wood Lumber, 2" x 2" x 8' Please see attached technical specifications for additional details.		200	pcs	300.00	60,000.00		
14	Wood lumber, 1" x 2" x 8' Please see attached technical specifications for complete details.		150	pcs	200.00	30,000.00		
15	Wood Lumber, 1" x 2" x 12' Please see attached technical specifications for complete details.		150	pcs	240.00	36,000.00		
16	Plywood, 1/4" x 4' x 8' Please see attached technical specifications for additional details.		120	pcs	450.00	54,000.00		
17	GI Wire, Size: 16"		8	kgs	110.00	880		
18	CWN, Size: 2" (Common Wire Nail)		18	kgs	110.00	1,980.00		
19	CWN, Size: 3" (Common Wire Nail)		10	kgs	115.00	1,150.00		
	TOTAL COST	IN FIGURES			PHP 210,710.00			
		IN WORDS			TWO HUNDRED TEN THOUSAND SEVEN HUNDRED TEN PESOS			
LOT 3 – CITY BAND INSTRUMENTS ACCESSORIES								
20	Cleaning kit with lubricant , for Trombone Please see attached technical specifications for complete details.		5	sets	1,200.00	6,000.00		
21	Cleaning kit with lubricant , for trumpet Please see attached technical specifications for complete details.		6	sets	1,400.00	8,400.00		
22	Trombone slide lubricant , Please see attached technical specifications for complete details.		5	tubes	900.00	4,500.00		
23	Slide Lubricant , for Trombone Please see attached technical specifications for complete details.		5	bots	700.00	3,500.00		
24	Neck guard , for Trombone Please see attached technical specifications for complete details.		5	pcs	1,000.00	5,000.00		

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25	Alluminum mute harmon , for trombone Please see attached technical specifications for complete details.		5	pcs	3,000.00	15,000.00		
26	Alluminum mute harmon , for Trumpet Please see attached technical specifications for complete details.		6	pcs	2,700.00	16,200.00		
27	Hand guard , for Trumpet Please see attached technical specifications for complete details.		6	pcs	1,100.00	6,600.00		
28	Hand Guard , for French Horn Please see attached technical specifications for complete details		4	pcs	1,300.00	5,200.00		
29	Valve Oil , for Trumpet, Baritone, French Horn, and Bass Please see attached technical specifications for complete details.		16	bots	700.00	11,200.00		
30	Cleaning kit , for Clarinet and Baritone Please see attached technical specifications for complete details.		11	sets	1,200.00	13,200.00		
31	Cleaning kit , for french horn Please see attached technical specifications for additional details.		4	sets	1,600.00	6,400.00		
32	Shoulder pad , for Bass Please see attached technical specifications for complete details.		5	pcs	2,000.00	10,000.00		
33	Gig bag , for Flute Please see attached technical specifications for complete details.		1	pc	7,500.00	7,500.00		
34	2 in 1 stand , for Flute Please see attached technical specifications for complete details.		1	pc	2,500.00	2,500.00		
35	Plastic fiber reed , for Clarinet, Alto and Tenor Sax Please see attached technical specifications for complete details.		14	pcs	2,200.00	30,800.00		
36	Cork Grease , for Clarinet Please see attached technical specifications for complete details.		10	bots	700.00	7,000.00		
37	Key Oil , for Clarinet Please see attached technical specifications for complete details.		10	bots	700.00	7,000.00		
38	Ligature , for Alto and Tenor Sax Please see attached technical specifications for complete details.		3	pcs	6,000.00	18,000.00		
39	Neck strap , for Alto and Tenor Sax Please see attached technical specifications for complete details.		3	pcs	1,000.00	3,000.00		
40	Side cymbal snare clamp , for Percussion Please see attached technical specifications for complete details.		1	pc	1,700.00	1,700.00		
41	Concert bass drum soft mallet , for Percussion Please see attached technical specifications for complete details.		2	pcs	2,500.00	5,000.00		
42	Bass drum cross strap , for Percussion Please see attached technical specifications for complete details.		2	pcs	2,800.00	5,600.00		
TOTAL COST		IN FIGURES			PHP 199,300.00			

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	IN WORDS	ONE HUNDRED NINETY-NINE THOUSAND THREE HUNDRED PESOS	
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.			
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 quotations.			
DELIVERY TERM: 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

For

Lot 1: FLAGS

I. BACKGROUND

The City Government of Pasig will commemorate the National Flag Month Celebration in accordance to the Republic Act No. 8491 otherwise known as the Flag and Heraldic Code of the Philippines. The city will commemorate through putting up 200 Philippine Flags at the specific areas in Pasig City. The celebration will run from **May 28 to June 12 of every year.**

II. SPECIFICS

Printing type: Sublimation printing

ITEM	QTY	SPECS
Philippine Flags	4 pcs	8ftx16ft, double faced, nylon, with eyelets
Philippine Flags	200 pcs	2ftx4ft, double faced, nylon, with eyelets
KKK Flag	2 pcs	2ftx4ft, double faced, nylon, with eyelets
K Flag	2 pcs	2ftx4ft, double faced, nylon, red, with eyelets
K-K-K Triangle Flag	2 pcs	2ftx4ft, double faced, nylon, red, with eyelets
Magdalo Flag	2 pcs	2ftx4ft, double faced, nylon, red, with eyelets
Magdiwang Flag	2 pcs	2ftx4ft, double faced, nylon, red, with eyelets
Sun of Liberty Flag (sun w/ face)	2 pcs	2ftx4ft, double faced, nylon, red, with eyelets
Barangay Flags	30 pcs	3ftx6ft, single faced, nylon, white, with eyelets

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NOTES:

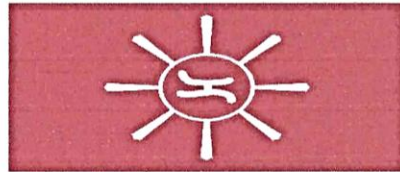
- For barangay flags, the end user (CATO) will give the raw files of the barangay logos to the supplier.
- Installation of two (2) eyelets in each flag are included.

Attached herewith is the photo of sample KKK flag, K Flag, KKK triangle flag, Magdalo, Magdiwang, Sun of Liberty Flag (Sun with face) and barangay logos for reference.

FRONT

BACK

Magdiwang Flag



KKK Flag



KKK Triangle Flag



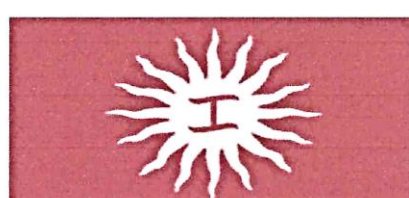
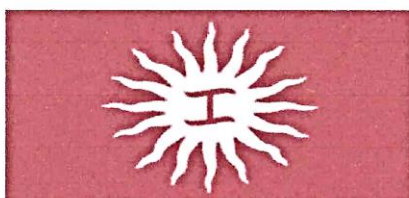
KKK Triangle Flag

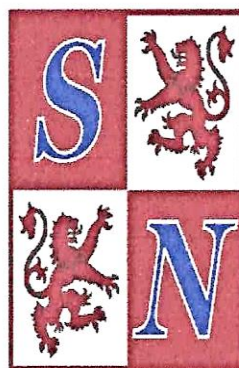
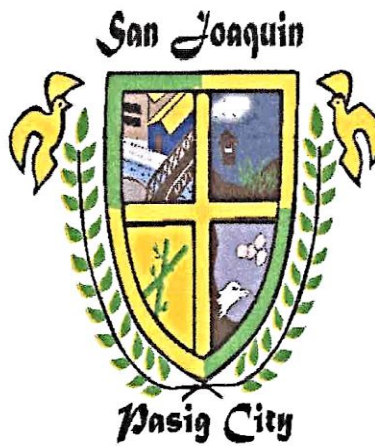


Sun of Liberty Flag



Magdalo Flag





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BARANGAY LOGOS



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LOT 2: VARIOUS SUPPLIES & MATERIALS

III. SPECIFICS

ITEM	QTY.	DESCRIPTION
Roller up banner stand	3 pcs	Size: 2ftx5ft Type: Aluminum Weight: 2kg – 3kg - Easy to carry and set up - With carrying black bag - For indoor and outdoor
Geena cloth	250 yards 250 yards	Color: white Color: sky blue
Gun tacker staple wire	4 boxes	Size: 10 mm -1,000 pcs per box
Wood lumber	150 pcs 200 pcs 150 pcs	Size: 1"x2"x12' / Texture: surfaced four sides (S4S) Size: 2"x2"x8' / Texture: surfaced four sides (S4S) Size: 1"x2"x8' / Texture: surfaced four sides (S4S)
Plywood	120 pcs	Size: ¼"x4'x8' / Type: Ordinary
GI wire	8 kgs	Size: 16"
CWN (Common Wire Nail)	18 kgs 10 kgs	Size: 2" Size: 3"

IV. DELIVERY TERM

For LOT 1 & 2: Twenty (20) calendar days shall be the delivery term upon receiving of the Notice to Proceed (NTP).

V. PAYMENT TERM

Shall be in a one-time payment.

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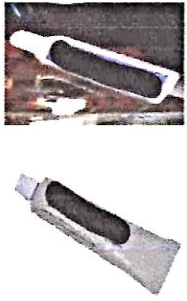
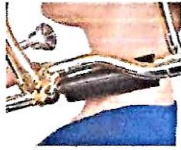

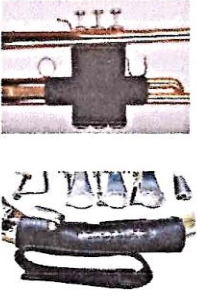
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TECHNICAL SPECIFICATIONS



For


Lot 3: CITY BAND INSTRUMENTS ACCESSORIES






I. SPECIFICS

ITEM NO. (PR)	ITEM	INSTRUMENT	QTY.	DESCRIPTION	SAMPLE PHOTO
20-21	Cleaning Kit with lubricant	Trombone Trumpet	5 sets 6 sets	Packaging: Sealed clear plastic Inclusions: Snake brush – 1.5 – 2 meters (metal spring with rubber coating and plastic brush) Mouth piece brush – 4 inches – 5 inches (metal handle and plastic brush) Cloth – silver polish, 4x8 – 6x8 inches Lubricant – 60 ml	
22-23	Slide lubricant	Trombone	5 bots 5 tubes	Type: Synthetic Oil based Size: 60 ml No unpleasant odor Type: Cream Size: 30 ml No unpleasant odor	
24	Neck guard	Trombone	5 pcs	Size: 7.0 x 3.5 x 0.12 inches Type: Leather Color: Black	
25-26	Aluminum mute Harmon	Trombone Trumpet	5 pcs 6 pcs	Size: 13.75 x 6.25 x 6.25 inches Color: Gold Size: 4.5 x 4.5 x 5.5 inches Color: Gold Sound: "WAH-WAH"	
27-28	Hand guard	Trumpet French Horn	6 pcs 4 pcs	Type: Leather Color: Black Standard size Size: large with gap (standard) Type: Leather Color: Black	


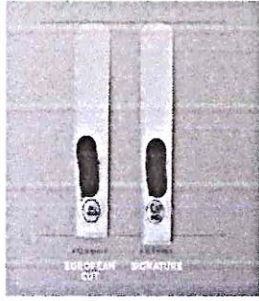




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29	Valve oil	Trumpet Baritone French Horn Bass	6 bots 1 bot 4 bots 5 bots	Type: Synthetic Size: 60 ml No unpleasant odor	
30-31	Cleaning kit	Baritone French Horn Clarinet	1 set 4 sets 10 sets	Packaging: Sealed clear plastic Inclusions: Snake brush – 1.00 – 1.5 meters Mouth piece brush – 4 inches – 5 inches Cloth – silver polish, 4x8 – 6x8 inches Packaging: Sealed clear plastic Inclusions: Swab – standard size Brush (metal handle and plastic brush) – 4 inches – 5 inches Cork grease – 30 ml	 
32	Shoulder pad	Bass	5 pcs	Type: foam padded with plastic lock Color: black	
33	Gig bag	Flute	1 pc	Color: black -Flute case/bag waterproof -Handle with a magic stick, thickened to increase the area, and reduce the pressure -Suitable for a variety of flute, long types of musical instruments -A single shoulder strap can be removed, can be as a handbag or single shoulder bag Size: 16.54 x 4.72 x 2.76 inch	







34	2 in 1 stand	Flute	1 pc	Height: 10.43" – 10.50" Weight: 0.5 - 1 kg Load Capacity: 5 – 6 kg Folded Size: 3.8" x 3.1" x 8.4" Base Radius: 5 – 5.3" Base type: Metal Swivel-leg tripod -1 telescopic peg for flute and 1 telescopic peg for piccolo - Black carrying bag	
35	Plastic fiber reed	Clarinet Alto Sax Tenor Sax	6 pcs 2 pcs 3 pcs 1 pc 2 pcs	Hardness: 3.75 Hardness: 4.00 Hardness: 3.50 Hardness: 2.75 Hardness: 3.25 Type: European cut	
36	Cork grease	Clarinet	10 bots	Size: 30 ml	
37	Key oil	Clarinet	10 bots	Size: 60 ml -needle drip -No unpleasant odor	
38	Ligature	Alto Sax Tenor Sax	1 pc 2 pcs	Type: metal -gold plated -single knob with plastic cap	
39	Neck strap	Alto Sax Tenor Sax	1 pc 2 pcs	Type: foam padded and nylon strap with adjustable plastic hook Foam thickness: 1 ½ inches Color: black Neck strap: 1.5" wide Length: 20-22 inches Adjusted between 18-22 inches from the neck strap to the bottom of the hook.	

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42	Bass drum cross strap	Percussion	2 pcs	Type: padded strap with metal buckles -fully adjustable strap with removable back support Pad thickness: 1 inch Material: Nylon strap Color: black Size: 20x5x20 inches	
40	Side cymbal snare clamp	Percussion	1 pc	Type: black rod chrome Thickness: 10 mm Extension arm size: 20 inches	
41	Concert bass drum soft mallet	Percussion	2 pcs	Handle color: maple Size of the head: 3 1/4 inches Length: 17 inches	

NOTE: ITEMS WITH DEFECTS SHALL BE REPLACED BY THE SUPPLIER.

II. DELIVERY TERM

Forty-five (45) calendar days shall be the delivery term upon receiving the Notice to Proceed (NTP)

III. PAYMENT TERM


Shall be in a one-time payment.


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:

- 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.
- PhilGEPS Registration Number**
- 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.
- Accomplished and notarized Omnibus Sworn Statement (Form can be downloaded thru <https://www.gppb.gov.ph/downloadable-forms/#tab-61412>)

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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 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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