



REQUEST FOR QUOTATION

Date: 03 May 2024

RFQ No.: **100-24-03-532**

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 **PROCUREMENT OF PSYCHOLOGICAL TEST – PAMANTASAN NG LUNGSOD NG PASIG** with an Approved Budget for the Contract (ABC) of **Php 232,100.00**, 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
1	Millon Clinical Multiaxial Inventory III		1	set	84,000.00	84,000.00		
2	Thematic Apperception Test		1	set	15,100.00	15,100.00		
3	Watson Glasser Critical Thinking Appraisal Short Form		1	set	26,000.00	26,000.00		
4	Scale for Assessing Emotional Disturbance 3rd ed.		1	set	40,000.00	40,000.00		
5	Oasis Aptitude Schedule 3rd ed.		1	set	22,000.00	22,000.00		
6	Ravens Progressive Matrices Standard		1	set	45,000.00	45,000.00		
GRAND TOTAL COST		IN FIGURES			PHP 232,100.00			
		IN WORDS			TWO HUNDRED THIRTY-TWO THOUSAND ONE HUNDRED PESOS			
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.								

Caruncho Avenue, Brgy. San Nicolas, Pasig City, Philippines 1600



(02) 8643-1111 * (02) 8641-1111 loc 1461 *  bidsandawards@pasigcity.gov.ph *

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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

PROJECT NAME: PROCUREMENT OF PSYCHOLOGICAL TESTS

Below is the minimum specification for the project.


ITEM NO.	UNIT	QTY	DESCRIPTION	UNIT COST	AMOUNT
1.	1 set	1	Millon Clinical Multiaxial Inventory III Includes 4 th Ed Manual Hand score User Guide, 10 Test Booklets, 50 Answer Sheets, 50 Profile Sheets, and a set of 31 Answer Keys	P84,000.00	P84,000.00
2.	1 set	1	Thematic Apperception Test Includes Standard Set of 31 Picture Cards, 1 Manual, and 50 Short Form TAT and 50 CAT Analysis Blanks	P15,100.00	P15,100.00
3.	1 set	1	Watson Glasser Critical Thinking Appraisal – Short Form Includes Manual, 25 Test Booklets, 25 Answer Sheets, 2 Scoring Template	P26,000.00	P26,000.00
4.	1 set	1	Scale for Assessing Emotional Disturbance 3rd ed. Includes SAED-3 Examiner's Manual, 25 Screener Forms, 25 Decision Summary Forms, 25 Rating Scales, 25 Observer Forms, and 25 Developmental/Educational Questionnaires	P40,000.00	P40,000.00
5.	1 set	1	Oasis Aptitude Schedule 3rd ed. Includes Examiner's Manual, 10 Student Test Booklets, 50 hand scorable Answer Sheets, 1 Sample Interpretation Workbook, 50 Student Profiles, Scoring Key Vocabulary and Computation Transparencies, and Interpretation Workbook	P22,000.00	P22,000.00
6.	1 set	1	Ravens Progressive Matrices - Standard Includes Manual, 3 each of Test Booklet (Part/Set 1 and Part/Set 2), 100 pcs of All Forms Answer Sheet and Scoring Key	P45,000.00	P45,000.00
				TOTAL	232,100.00


Date of Delivery: 30 days upon receipt of Notice to Proceed

Place of Delivery: College of Arts and Sciences, 2nd Flr.
Pamantasan ng Lungsod ng Pasig

Caruncho Avenue, Brgy. San Nicolas, Pasig City, Philippines 1600



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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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