



## REQUEST FOR QUOTATION

Date: 08 May 2024  
RFQ No.: 100-24-01-684


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 – CITY BUDGET OFFICE** with an Approved Budget for the Contract (ABC) of **Php 531,037.50**, 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	Personalized Jacket, ITEM ANNOTATION/SPECIFICATION : Type of Jacket: Corporate Jacket Type of Fabric: Twill Fabric Lining: First Class Satin Fabric with inner phasing Casual with Collar With zipped side pockets and inside pockets Color: Brown  <b>See terms of reference for specification.</b>		60	pcs	1,390.00	83,400.00		
2	Customized T-shirts, ITEM ANNOTATION/SPECIFICATION : - Customized Design - Customized Pattern - Full Sunlimation  Sizes: <b>To be sent upon receipt on Notice of Award</b>		250	pcs	730.00	182,500.00		
3	Customized Tote Bag, Material: Canva Size: 14" W x16" H		250	pcs	380.00	95,000.00		
	<b>TOTAL COST</b>			<b>IN FIGURES</b>		<b>PHP 360,900.00</b>		

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		IN WORDS			THREE HUNDRED SIXTY THOUSAND NINE HUNDRED PESOS			
	<b>LOT 2</b>							
4	ball pen - black, Retractable Gel Pen		300	pcs	8.00	2,400.00		
5	Special Paper-for Certificate, 10's/pack Size- Letter Color: White		100	pack	48.00	4,800.00		
6	Alcohol, 70% Alcohol with moisturizer 500mL		250	pcs	85.75	21,437.50		
7	Flash Drive 64gb, Data storage		150	pcs	465.00	69,750.00		
8	Stick on arrow note, Size: 5 in 1 color, pointed 1.3cmx4.3cm,10x25 sheets		1000	pack	60.00	60,000.00		
9	Certificate Holder (A4)		250	pcs	47.00	11,750.00		
<b>TOTAL COST</b>		<b>IN FIGURES</b>			<b>PHP 170,137.50</b>			
		<b>IN WORDS</b>			<b>ONE HUNDRED SEVENTY THOUSAND ONE HUNDRED THIRTY-SEVEN PESOS AND 50/100</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> Within <b>SEVEN (7)</b> calendar days upon the receipt of Notice to Proceed.								

*\*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 (T.O.R)

#### A. PROCUREMENT TITLE

Procurement of various supplies for the Re: **Barangay Budgeting Process.**

#### B. PROPONENT AND IMPLEMENTING AGENCY

City Government of Pasig - **City Budget Office**

#### C. DELIVERY SCHEDULE

Delivery must be made 7 calendar days from the date on the signed Notice to Proceed (NTP)

#### D. TERMS OF PAYMENT




Upon completion of delivery of item with acceptance and inspection report

#### E. DELIVERY SITE

Caruncho Ave., San Nicolas, Pasig City, Pasig City Hall, 8<sup>th</sup> floor/City Budget Office)

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## TECHNICAL SPECIFICATION

### Item#1 – Personalized Jacket

1. Type of Jacket: Corporate Jacket
2. Type of fabric: Twill
3. Lining: First class Satin Fabric with inner phasing
4. Casual with collar
5. With zipped side pockets and inside pockets
6. Logo: Tone-on-tone embroidery on the left chest
  - a. Logo size: 2x3 inches
  - b. Logo color: Blue
7. Color: Brown
8. Quantity: 60 pcs.
9. The jacket supplied for the client should be formal, crease free, color-fast, and the material used should be of high quality.
10. The winning supplier must travel to the client's site to measure participant's sizes within 1-2 days after release of Notice to Proceed.
11. Jackets must be labelled in the collar with the intended name of the official and each package shall be checked by the City Budget Representative.
12. The jacket should individually package in a packaging bag with the name of the official and each package shall be checked by the City Budget Representative.
13. The customized jackets shall be delivered 7 calendar days upon release of NTP.

### Item#2 – Customized T-Shirt

1. Material: Dri-Fit
2. Print: Sublimation
3. Print size: 10 x 5 Inches (Front Print) **Font: Proxima Nova**  
5.8 x 1.4 inches (Back Print)
4. Color: White
5. Quantity: 250 pcs.
6. The customized jackets shall be delivered 7 calendar days upon release of NTP.

### Item#3 – Customized Tote Bag

1. Material: Canva
2. Print: Sublimation
3. Size: W-14 x H-16 inches
4. Print size: 10 x 5 Inches (**Font: Proxima Nova**)  
5.8 x 1.4 inches (Back Print)
5. Color: White
6. Quantity: 250 pcs.
7. The customized jackets shall be delivered 7 calendar days upon release of NTP.

### DELIVERY REQUIREMENTS:


The items must be completely delivered 7 calendar days upon release of NTP.


We take this opportunity to thank the BAC-TWG for facilitating our request.

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**BARANGAY BUDGETING PROCESS 2024**



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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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