



## REQUEST FOR QUOTATION

Date: 08 May 2024  
RFQ No.: **R1 100-24-01-024**

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 – COOPERATIVE DEVELOPMENT OFFICE** with an Approved Budget for the Contract (ABC) of **Php 724,106.00**, 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
	<b>LOT 1 MATERIALS</b> <b>Materials / kits for Seminar 2024</b>							
1	Ballpen, Black Ballpoint pen 0.5mm Length 15mm		2740	pcs	10.00	27,400.00		
2	Notebook, Filler notebook 16 sheets 150 x 215mm		2840	pcs	28.00	79,520.00		
3	I.D. case, I.D Lace, I. D Seminar Badge with Lanyard 105 X 74mm		1640	pcs	22.00	36,080.00		
4	Flash Drive, 8GB		360	pcs	150.00	54,000.00		
5	Permanent marker, Fine black 1.0mm pen thickness		201	pcs	26.00	5,226.00		
6	Certificate Jacket, Certificate Jacket Holder A4 size with plastic cover 8.3 x 11.7 inches		190	pcs	45.00	8,550.00		
	<b>TOTAL COST</b>	<b>IN FIGURES</b>			<b>PHP 210,776.00</b>			
		<b>IN WORDS</b>			<b>TWO HUNDRED TEN THOUSAND SEVEN HUNDRED SEVENTY-SIX PESOS</b>			
	<b>LOT 2 BAG</b>							
7	Organizer Bag (as per sample), Canvas with handle		1340	pcs	91.00	121,940.00		


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	white small 10" x 12" see attached as per samle							
8	Organizer Bag (as per sample), Canvas with handle white medium 12" x 15" see attached as per sample		800	pcs	99.00	79,200.00		
	<b>TOTAL COST</b>	<b>IN FIGURES</b>			<b>PHP 201,140.00</b>			
		<b>IN WORDS</b>			<b>TWO HUNDRED ONE THOUSAND ONE HUNDRED FORTY PESOS</b>			
	<b>LOT 3 BOOKS</b>							
9	RA 9520 BOOK, Cooperative Book		240	pcs	257.00	61,680.00		
	<b>TOTAL COST</b>	<b>IN FIGURES</b>			<b>PHP 61,680.00</b>			
		<b>IN WORDS</b>			<b>SIXTY-ONE THOUSAND SIX HUNDRED EIGHTY PESOS</b>			
	<b>LOT 4 PLAQUE</b>							
10	Plaque, Materials Acrylic 9.5 inches in height x 1/4 thickness Sandblast engraved logo and text double base see attached as per sample		30	pcs	1,417.00	42,510.00		
	<b>TOTAL COST</b>	<b>IN FIGURES</b>			<b>PHP 42,510.00</b>			
		<b>IN WORDS</b>			<b>FORTY-TWO THOUSAND FIVE HUNDRED TEN PESOS</b>			
	<b>LOT 5 POLO SHIRT</b>							
11	Polo shirt, Polo shirt 100% cotton knitted cuffs & collar navy blue in color with embroid logo (2 x 3) left side of chest XS - 20 S - 20 M - 150 L - 130 XL - 130 XXL - 30 XXXL - 20 see attached as per sample		500	pcs	416.00	208,000.00		
	<b>TOTAL COST</b>	<b>IN FIGURES</b>			<b>PHP 208,000.00</b>			
		<b>IN WORDS</b>			<b>TWO HUNDRED EIGHT THOUSAND PESOS</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</b> (2) decimal places.								
<b>VALIDITY OF OFFER:</b> Within ninety (90) calendar days from the date of opening of quotations.								
<b>DELIVERY TERM:</b> 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.*

**TERMS OF REFERENCE  
CDO SUPPLY OF TRAINING MATERIALS**

**QUANTITY & DELIVERY SCHEDULE**

The Supplier is required to deliver the Goods/Items to the **CENTRAL SUPPLY OFFICE** in accordance with the specified delivery schedule outlined as indicated in the table below. Any delays in delivery must be promptly communicated by the Supplier.

**INSPECTION:**

End Users have the right to inspect the Goods/Items upon receipt and may reject any Goods/Items that do not meet the agreed-upon specifications or quality standards.

**TERM OF PAYMENT**




After every delivery of materials

**DELIVERY SCHEDULE AS FOLLOWS:**

Item No.	Item / Service Type and Nature of each item	30 Days after the issuance of Notice to proceed	60 Days after the issuance of Notice to proceed	90 Days after the issuance of Notice to proceed	120 Days after the issuance of Notice to proceed	TOTAL
1	Ball Pen	685	685	685	685	2740 pcs
2	Filler Notebook	710	710	710	710	2840 pcs
3	ID Seminar with Lace	410	410	410	410	1640 pcs
4	Flash Drive	360				360 pcs
5	Permanent Marker	201				201 pcs
6	Certificate Jacket	190				190 pcs

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Item No.	Item / Service Type and Nature of each item	30 Days after the issuance of Notice to proceed	60 Days after the issuance of Notice to proceed	90 Days after the issuance of Notice to proceed	120 Days after the issuance of Notice to proceed	TOTAL
7	Organizer Bag Canvass with handle Materials – Katsa Canvas Size 10” x 12” Color: White Silkscreen & 2 Print Color Handle Size: 20” Small Bag	335	335	335	335	1,340 pcs
8	Organizer Bag Canvass with handle Materials – Katsa Canvas Size 12” x 15” Color: White Silkscreen & 2 Print Color Handle Size: 20” Medium Bag	200	200	200	200	800 pcs


Item No.	Item / Service Type and Nature of each item	30 Days after the issuance of Notice to proceed
9	RA 9520 BOOK The Philippine Cooperative Code of 2008	240


Item No.	Item / Service Type and Nature of each item	By 2 <sup>nd</sup> Week of October 2024
10	Plaque	30 pcs

Item No.	Item / Service Type and Nature of each item	By 2 <sup>nd</sup> Week of October 2024
11	Polo Shirt	500 pcs

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20" ORGANIZER BAG CANVASS WITH HANDLE  
 MATERIALS - KATSA CANVAS  
 COLOR - WHITE SILKSCREEN  
 WITH 2 PRINT COLOR

20"

*Print at back*

12"



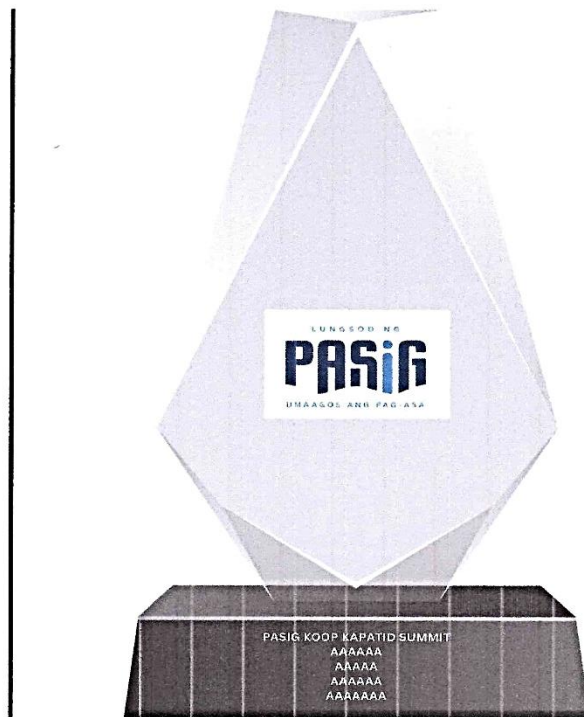
15"



10"


12"


9.5"



ACRYLIC MATERIALS  
 9.5" - HEIGHT  
 1/4" THICKNESS  
 SANDBLAST ENGRAVED LOGO AND TEXT  
 DOUBLE BASE

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**100% COTTON KNITTED CUFFS  
NAVY BLUE  
WITH EMBROID LOGO  
2" X 3" - LEFT SIDE OF CHEST**


**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> )

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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), 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.

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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