



REQUEST FOR QUOTATION

Date: 23 March 2023
RFQ No.: 100-23-02-438



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 Office Supplies for the Anti – Drug Abuse Council of Pasig** with an Approved Budget for the Contract (ABC) of **Php 310,688.94**, 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.

The Project shall be awarded as One Project having several items that shall be awarded as one contract. Quotations received exceeding the total Approved Budget for the Contract shall be rejected.

Item No.	Item Description	Brand Name <small>(PLEASE DO NOT LEAVE BLANK)</small>	QTY	UOM	Approved Budget		Price Offer	
					Unit Cost	Total Cost	Unit cost	Total Cost
1	Steno Notebook, - 80's, Flip Top Note book		1627	pcs	39.00	63,453.00		
2	Ballpen, - black, .5		1661	pcs	10.00	16,610.00		
3	Computer Ink L3110 - Black, - Epson Printer, Pigment #003		39	btl	403.00	15,717.00		
4	Computer Ink L3110 - Cyan, - Epson Printer, Pigment #003		39	btl	403.00	15,717.00		
5	Computer Ink L3110 - Magenta, - Epson Printer, Pigment #003		39	btl	403.00	15,717.00		
6	Computer Ink L3110 - Yellow, - Epson printer, Pigment #003		39	btl	403.00	15,717.00		
7	PHOTO PAPER A4 210GSM, - 20pcs/ pack		53	pack	136.5	7,234.50		
8	Folder, - Pressboard (50pcs/ box)		17	box	952.64	16,194.88		
9	Clip, Backfold 1 5/8, - inches (12pcs/box) binder clip		46	box	150.00	6,900.00		
10	Clip, Backfold (Binder) 1 1/4, - inch (12pcs/ box) binder clip		45	box	70.00	3,150.00		
11	I.D holder with Lace,		1522	pcs	36.4	55,400.80		

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	- standard size (color blue)							
12	Plastic Envelop Long, - clear		1285	pcs	15.6	20,046.00		
13	Specialty Paper A4, - (10pcs/ pack)		227	pack	55.00	12,485.00		
14	Matte Coated Paper, - (For documentation and record) 20pcs/ pack		271	pack	72.8	19,728.80		
15	colored paper neon colors, - metaphor cards, A4 (80gsm 500 sheets)		9	ream	603.2	5,428.80		
16	Manila Paper, - Standard size		31	pcs	15.6	483.6		
17	Double Adhesive Tape, - 1" 50m		8	roll	65.00	520.00		
18	Index Card, - 1/2 crosswise (100pcs/ pack)		5	pack	89.7	448.5		
19	plastic envelop long with holder, - Blue (hard plastic)		65	pcs	106.6	6,929.00		
20	Pencil #2, - (12 pcs/box)		17	box	123.18	2,094.06		
21	sticker for name tag, - standard size (ID type) 100pcs/ box		10	box	200.2	2,002.00		
22	AA Battery, - (4 pcs/ pack)		2	pack	300.00	600.00		
23	tape, - transparent 1" 25m		46	roll	32.5	1,495.00		
24	computer ink 704 colored, - HP		5	bottle	661.7	3,308.50		
25	computer ink 704 black, - HP		5	bottle	661.7	3,308.50		
Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.			Total		310,688.94			
DELIVERY TERM: Within Seven (7) calendar days upon the receipt of Notice to Proceed.								


**Indicate the BRAND NAME and its specific MODEL to be offered or attach a BROCHURE for the offered item; items such as equipment, devices, electronics, machines, drugs, medicines, medical supplies must be branded or at the very least, manufacturer shall be indicated.*

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)
- PhilGEPS Registration Number
- Income Tax Returns (Annual Income Tax Return of the preceding tax year) OR Business Tax Returns (Value Added Tax or Percentage tax return covering the previous six months)¹
- Accomplished and notarized **Omnibus Sworn Statement**
([https://www.gppb.gov.ph/assets/forms/Omnibus%20Sworn%20Statement\(Revised\).docx](https://www.gppb.gov.ph/assets/forms/Omnibus%20Sworn%20Statement(Revised).docx))
- ¹Sections 3.2 and 3.3 of Revenue Regulation No. 3-2005.

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- **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):

- Certificate of Product Registration;
- Certificate of Good Manufacturing Practice;
- License to Operate;
- Batch Release Certificate *(for vaccines, toxoids and immunoglobulins only) [to be submitted upon delivery];* and
- 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.

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

F: Sean Villanueva

ATTY. PONCE MIGUEL D. LOPEZ



Officer in Charge, Procurement Management Office


I hereby certify that I have read and agree to this Request for Quotation and its Terms of Reference (if any). I further certify that the products to be delivered will conform to the specifications stated in the Item Description and I hereby agree to the Terms of Delivery indicated in the submitted form.

Conforme:

Signature over Printed Name	Position
Duly authorized to sign quotation/offer for and on behalf of _____ <div style="text-align: right;">(Please indicate Company Name)</div>	

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