



REQUEST FOR QUOTATION

Date: 03 May 2023
RFQ No.: 100-23-02-373

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 and Training Materials for the Pasig City Disaster Risk Reduction and Management Office** with an Approved Budget for the Contract (ABC) of **Php 385,547.00**, 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.



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.


Item No.	Item Description	Brand Name (PLEASE DO NOT LEAVE BLANK)	QTY	UOM	Approved Budget		Price Offer	
					Unit Cost	Total Cost	Unit cost	Total Cost
1	Photo Paper, - 8.5" x 11", 200gsm, 10 pieces per pack		40	pack	100.0	4,000.00		
2	Bond Paper, - Size: A4, 8 1/4" x 11 3/4", 70 gsm, 500's per ream		65	reams	318.00	20,670.00		
3	Bond Paper, - Size: Long, 8 1/2" x 13", 70 gsm, 500's per ream		20	reams	405.00	8,100.00		
4	Steno Notebook, - 40 leaves, 153mm x 228mm		360	pcs	16.00	5,760.00		
5	Expanding Plastic Envelope with Handle, - Color: Blue, Size: Long, 11"x15"		400	pcs	200.00	80,000.00		
6	Pencil #2, - 12 pcs / box		20	box	83.00	1,660.00		
7	Ballpen, Color: Black, - 25 pcs. / box, 0.7mm		16	box	323.00	5,168.00		
8	Id holder with lace, - Landscape, 115 x 92 mm, Color: Blue, laid flat		400	pcs	30.00	12,000.00		
9	Permanent marker, - Color: Black, broad		95	pcs	89.00	8,455.00		



10	Whiteboard Marker, - Color: Black, broad		95	pcs	80.00	7,600.00		
11	Plastic cover, Gauge 2.6, - width: x1.2 length (50 meters) Transparent		8	rolls	1,500.00	12,000.00		
12	Scissors, - Size: 8 1/2" stainless, heavy duty		28	pcs	158.00	4,424.00		
13	Ruler, - 18" made of hard plastic		20	pcs	25.00	500.00		
14	Pencil Sharpener, - Heavy Duty, Color: Blue, 8mm, Rotary		4	pcs	300.00	1,200.00		
15	Clear Tape, - 2 inches, 48mm, 50m		40	pcs	72.00	2,880.00		
16	Masking Tape, - 1 inch, 3m		60	pcs	46.00	2,760.00		
17	Parchment Paper, - Color: Beige or Cream, 9 1/2" x 12", 10's / Pack		70	packs	200.00	14,000.00		
18	Playing Cards, - Waterproof Plastic Card with Complete Set Ace to King		16	sets	50.00	800.00		
19	Certificate Holder, - Color: Blue, 9 1/2" x 12", Clear Transparency		400	pcs	130.00	52,000.00		
20	HP Smart Tank 519 ink, - Color: Black, Cyan, Magenta, Yellow		18	set	3,000.00	54,000.00		
21	Whiteboard marker, - Color: Red, broad		30	pcs	80.00	2,400.00		
22	Whiteboard Marker, - Color: Blue, broad		30	pcs	80.00	2,400.00		
23	Whiteboard Markers Ink Refill, - Color Black, 30ml, with dropper		4	bottle	200.00	800.00		
24	Whiteboard Markers Ink Refill, - Color Red, 30ml, with dropper		4	bottle	200.00	800.00		
25	Whiteboard Markers Ink Refill, Color Blue, 30ml, with dropper		4	bottle	200.00	800.00		
26	Permanent Marker, - Color: Red, broad		20	pcs	89.00	1,780.00		
27	Permanent Marker, - Color: Blue, broad		20	pcs	89.00	1,780.00		
28	Permanent Marker Ink Refill, - Color Black, 30ml, with dropper		4	bottle	200.00	800.00		
29	Permanent Marker Ink Refill, - Color Red, 30ml, with dropper		4	bottle	200.00	800.00		
30	Permanent Marker Ink Refill, - Color Blue, 30ml, with dropper		4	bottle	200.00	800.00		
31	Masking Tape, - 2 inches, 3m		8	pcs	60.00	480.00		
32	Clear Tape, - 1 inch, 50m		8	pcs	60.00	480.00		
33	Brown Envelope, - Size: Long, 11" x 15"		200	pcs	40.00	8,000.00		
34	Multi Colored Paper, - (8.5" x 11", 250 sheets / ream, 70gsm)		8	ream	500.00	4,000.00		
35	Manila Paper, - 48 GSM, 36"x48"		4	rolls	350.00	1,400.00		
36	NAME STANDEE ACRYLIC, - 3 inches x 12 inches		15	pcs	250.00	3,750.00		
37	Comb Binder Ring Spines, - (20-22-Rings; size 12mm)		200	pcs	12.00	2,400.00		

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

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38	Comb binding machine, - Number of Punched Sheets: up to 25 sheets Master: 4 Binding Ability: 425 sheets Adjustable Spacing: 2.5/ 3.5/ 6.5 Hole Shapes: 3mm x 8mm, Hole Spacing: 14.3mm Size: 385mm x 275mm x 325mm		1	pcs	3,500.00	3,500.00		
39	White Canvass Bag, - With Pasig CDRRMO, Pasig City Hall and Umaagos ang PAG-ASA logo, (size range 4 in - 5 in diameter) -Canvass Re-useable -Size Range: (LxHxW) 13 in x 16 in x 12 in to 14 in x 16 in x 4 in -Cloth type similar to tote bags		100	pcs	450.00	45,000.00		
40	Whiteboard Eraser, - Size: 25 cm x 35 cm		4	pcs	100.00	400.00		
41	Whiteboard Eraser Magnetic, - Size: 25 cm x 35 cm		4	pcs	350.00	1,400.00		
42	Heavy duty Metal Stapler, - #35, 200 pages capacity		2	pcs	1,600.00	3,200.00		
43	Staple Strips, - Size: #35		4	box	100.00	400.00		
Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.			Total		385,547.00			
DELIVERY TERM: Within Fifteen (15) 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). 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:
 1. 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.
 2. 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**
([https://www.gppb.gov.ph/assets/forms/Omnibus%20Sworn%20Statement\(Revised\).docx](https://www.gppb.gov.ph/assets/forms/Omnibus%20Sworn%20Statement(Revised).docx))
- **Proof of Authorization: Secretary's Certificate** if corporation, or **Special Power of Attorney**, if individual.

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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



ATTY. PONCE MIGUEL D. LOPEZ Jr.
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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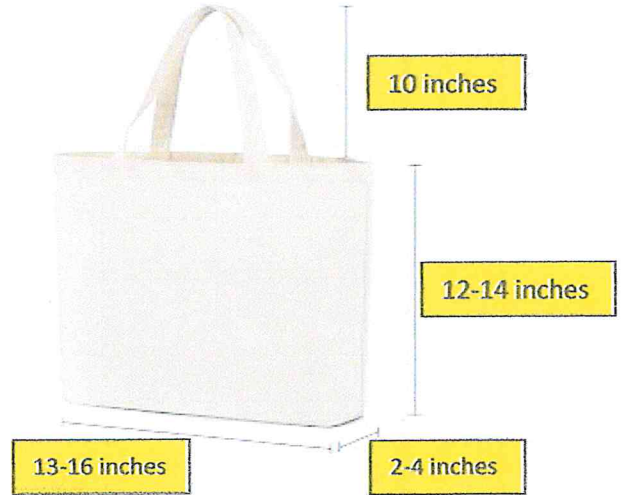
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LUNGSOD NG
PASIG
UMAAGOS ANG PAG-ASA

DISASTER RISK REDUCTION AND MANAGEMENT OFFICE

WHITE CANVASS BAG



FRONT



BACK



PANAHON NG PASIGUEÑO

Caruncho Avenue, Barangay San Nicolas, Pasig City 1600 Metro Manila

Handwritten notes and signatures at the bottom right of the page.