



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9707291
Procuring Entity CITY OF PASIG
Title Supply and Delivery of Various Office Supplies for the City Planning and Development Office
Area of Delivery Metro Manila

Solicitation Number: 100-23-01-117 Trade Agreement: Implementing Rules and Regulations Procurement Mode: Negotiated Procurement - Small Value Procurement (Sec. 53.9) Classification: Goods Category: Office Equipment Supplies and Consumables Approved Budget for the Contract: PHP 165,120.00 Delivery Period: Client Agency:	Status	Active
	Associated Components	1
	Bid Supplements	1
	Document Request List	3
	Date Published	29/04/2023
	Last Updated / Time	08/05/2023 10:40 AM
	Closing Date / Time	11/05/2023 17:00 PM
Contact Person: ATTY. PONCE MIGUEL D. LOPEZ Officer In Charge, Procurement Management Office Pasig City Hall, Caruncho Avenue, Barangay San Nicolas, Pasig City Metro Manila Philippines 1600 63-2-86431111 Ext.1461 bidsandawards@pasigcity.gov.ph		

Description

Items Quantity / Units

- 1 Marker,
- Whiteboard, blue, felt tip, bullet type 30 pcs.
- 2 Marker,
- Whiteboard, red, felt tip, bullet type 10 pcs.
- 3 ERASER,
- PLASTIC/RUBBER, for pencil draft/writing 30 pcs
- 4 dating and stamping machine,
- self-inking stamp,
color : blue
Approximate size : 75x38mm 3 pcs.
- 5 Special paper,
- Paper parchment, 100 sheets per pack,
Approximate size : 210mmx297mm, 80gsm,
fine translucent, suitable for inkjet/laser printing 28 packs
- 6 Photo and sticker paper,
- Approximate size : 215x345mm,
Width : 8.46'
Height : 13.58'
- Matte (10 sheets per pack), 20 packs
- 7 notebook, stenographer,
- 100 sheets per pack, spiral memo notebook,

Approximate size : 178x123mm 30 books
8 Plastic Envelope,
- plastic envelope long, waterproof,
material: quality polypropylene tear, proof water resistant plastic
Approximate size : can fit legal size document
500 pcs.
9 Clear-book Long,
- 20 transparent pockets, legal 30 pcs.
10 Sticky Flag,
- 100 sheets per pack,
strips neon,
page marker,
Approximate size : 0.5"x1.7" / 1.3 x 13inch,
Color : 7 colors- blue, yellow, red, green, orange, violet and white 30 packs
11 Index tab,
- transparent self-adhesive,
1 box in 5 packs inside (index tab with complete alphabetical A-Z print and insert clear color,
different color in 1 box , white, green, yellow and orange
5 feet
Approximate size : 1.2x1.5cm 50 bxs.
12 File tab divider legal,
- Material: bristol board,
Approximate size (min) Leaf : L : 330mm, W : 216mm,
Tab - L : 68mm, W : 15mm
Basis weight : 153 gsm (-5%)
Thickness : 0.22mm (min),
5 colors (50 pcs. per set), white, blue, green, yellow, pink 10 set
13 MAGAZINE FILE BOX, LARGE,
- Outside dimension:
W: 110mm (min)
H: 265mm (min)
L: 220mm (min),
Material:
- chipboard:3mm thick (min), leatherette paper for outside cover, coated paper for inside cover,
Front of box: with finger and provision for label insert, back end open, color blue
20 pcs.
14 CLIP,
- BACKFOLD, 25MM, 12 PCS/BOX 50 boxes
15 Packaging Tape 48mm x100m roll tan 400 rolls
16 Ring binder,
- 100 pcs. per box,
32mm (plastic)
Approximate size : 215.9x355.6mm
width : 21.59cm
height : 33.02cm
23 holes
color : black/blue
150 sheets capacity 3 boxes
17 Clear plastic lens,
- Horizontal name badge ID card holders,
10 pcs. per pack,
Approximate size: 11.5cm x 9.7cm with resealable top 50 packs
18 ID Plastic,
- card holder name badge clips fastener,
Material: plastic clip PVC, translucent strap,
Approximate size : clip, 2.6cmx1.4cm, strap: 5.5cm x1.1cm 500 pcs.
19 Certificate Holder,
- Approximate size: '8.27x11.69"
clear transparency,
Backboard color: blue 100 pcs.
20 Acetate sheet film PVC binder,
- Approximate size : 216mmx330mm,
100 pcs. per pack 1 pack
21 BATTERY DRY CELL AA, 2's 60 pack
22 BATTERY DRY CELL AAA, 2's 20 pack
23 Computer Mouse Pad,
- with built- in antibacterial microban protection
rubberized
anti- slip
Approximate size : 9.84x7.87x0.12inches 20 pcs.
24 scientific Calculator,
- solar and battery powered 2 units
25 Trash bin with cover,
- Approximate volume: 25 liters with swing cover (plastic),
Approximate size : L: 35cmxW: 28cm, H: 58cm
Color : black
Shape : square 20 pcs.
26 Ring binder machine,
- wire ring binder machine up to legal size paper,

F4 size long legal binding form: plastic comb and clamp,
 Strap maximum: 15 sheets (80 gsm paper), per manual punch maximum
 binding capacity; 140 sheets (80 gsm paper), max binding: Width:
 below 330mm adjustment margins: 2.5, 4.5, 6.5mm,
 Number of holes: 24 holes-binder
 Hole distance: 14.3mm, 1 set

27 Data File Box,
 - with close ends,
 Outside dimensions:
 - W: 125mm (min)
 - H: 230mm (min)
 - L: 400mm (min)

Materials:
 chipboard:3mm thick (min) leatherette paper for outside cover,
 coated paper for inside cover,
 Front of the box with finger and provision for label insert, back end open,
 color blue 190 pcs.

28 Data Folder,
 - dimension: W: 75mm (min), H: 230mm (min), L: 380mm (min),
 Material: chipboard: 2.5mm thick (min), leatherette paper and for polypropylene (PP),
 material made of linen design cover including spine portion ,
 with lever arch file mechanism and tagila lock, spine is provided
 with finger ring and clear plastic pocket for labeling purposes,
 spine made of PVC gamuza/PP material or material of equivalent or superior quality,
 assorted colors (red, blue, green and maroon) 30 pcs

29 NOTEPAD,
 - 2" X 3", 100 sheet per pad, sticky notes,
 color : pink, blue, yellow, green and violet 100 pads

30 Notepad,
 - sticky note, 3x3, 100 sheet per pad,
 colors : blue, yellow, green, violet, violet 20 pads

31 Notepad,
 - sticky note, '3x4' sheet per pad,
 colors : blue, yellow, green, violet, violet 30 pads

32 Extension HDMI,
 - 10m HDMI to HDMI Connector 2 pcs

33 white board,
 - Monthly wall calendar erasable,
 with grid design (for easy tabulation of activity)
 Approximate size : 36inx48in.

- NOTE: See attached drawing 2 pcs.

PRICE QUOTATION/S SHOULD BE PRINTED ON COMPANY'S OFFICIAL LETTERHEAD TOGETHER WITH THE
 FOLLOWING UPDATED DOCUMENTS;

- Mayor's/Business Permit
- PhilGEPS Registration Number
- Income/Business Tax Return
- 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%20Statement%20(Revised).docx))
- Proof of Authorization: Secretary's Certificate if corporation, or Special Power
 Of Attorney, if individual

NOTE:
 TO BE SUBMITTED SEALED AND LABELED ON A LONG BROWN ENVELOPE, FOLLOWING THIS FORMAT AS FOLLOWS:

FOR:
 ATTY. JOSEPHINE C. LATI-BAGAOISAN
 BAC Chairperson

THRU:
 ATTY. PONCE MIGUEL D. LOPEZ
 Officer In Charge, Procurement Management Office
 4th Floor, Pasig City Hall,
 Caruncho Avenue,
 Pasig City

DATE : _____
 COMPANY'S NAME : _____
 PhilGEPS REFERENCE NUMBER : _____
 PROJECT TITLE : _____

Remarks
 New closing date, May 11, 2023 at 5:00 PM
 Please be guided accordingly

Created by ATTY. PONCE MIGUEL D. LOPEZ
Date Created 28/04/2023

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