



REQUEST FOR QUOTATION

Date: 11 May 2023
RFQ No.: R1 100-23-01-032

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 Materials - HRDO** with an Approved Budget for the Contract (ABC) of **Php 997,450.00**, 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 <small>(PLEASE DO NOT LEAVE BLANK)</small>	QTY	UOM	Approved Budget		Price Offer	
					Unit Cost	Total Cost	Unit cost	Total Cost
1	ID Printer, - Wide Format Ink Tank Printer Printing Method: Inkjet or equivalent energy-saving technology Maximum printing resolution at least 5760x1440 dpi, with variable-sized droplet technology Ink droplet volume at least 3pl Black nozzle configuration at least 360 Color nozzle configuration at least 59 per color Print direction could be uni-directional or bi-directional printing Printing speed for photo with border 3mm of size 4"x6" could finish at most 1 minute		2	units	38,800.00	77,600.00		



	<p>Print speed follows ISO or equivalent international standards for simplex printing</p> <p>Can handle maximum paper size of at least 12.95"x44"</p> <p>Capable of printing on various paper sizes from 3.5"x5" to A3+</p> <p>Capable of printing on various envelop sizes from C6 to size no. 10</p> <p>Has standard USB connectivity interface</p> <p>Supported by Windows OS and Mac OS</p> <p>Supported by Manufacturer's Applications to optimize printing abilities</p> <p>Consumables: at least four colors (Black, Cyan, Magenta, Yellow)</p>							
2	Pigment Ink Black, - For EPSON L1300 printer		10	pcs	250.00	2,500.00		
3	Pigment Ink Cyan, - For EPSON L1300 printer		10	pcs	250.00	2,500.00		
4	Pigment Ink Magenta, - For EPSON L1300 printer		10	pcs	250.00	2,500.00		
5	Pigment Ink Yellow, - For EPSON L1300 printer		10	pcs	250.00	2,500.00		
6	Ring Binder (19mm), - Made of Plastic Black Color 10pcs. / pack		50	packs	125.00	6,250.00		
7	Specialty Board Paper, - * 100 sheets / pack * 200 gsm * Size: 8.5" x 11" * Color: White		150	packs	550.00	82,500.00		
8	Masking Tape, - Size: 1 inch - 60yards		130	pcs	95.00	12,350.00		
9	Ring Binder (22mm), - Made of Plastic - Black Color - 10pcs. / pack		30	packs	140.00	4,200.00		
10	Printer Ink L3110 Black, - For Epson L3110 printer		60	bottles	550.00	33,000.00		
11	Plastic Envelop with Handle, - Made from High Quality Plastic Material Swaying Comfort-Grip Plastic Handle Expandable Transparent Legal Size 8 1/2" x 14" Durable Polypropylene		30	pcs	190.00	5,700.00		

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	Push lock Gauge 8 Thickness							
12	Printer All-in-One Ink Tank, - Print, Scan and Copy functions Technical Specifications: * Printing Method: Heat-free Inkjet Technology or equivalent * At least 180 nozzles Black, 59 nozzles per Color * With Variable-Sized Droplet Technology or equivalent * Uses Dye Inks (Black, Magenta, Cyan and Yellow) * Printing Quality of at least 5,760x1,440 DPI) * Printing Speed Standard of ISO/IEC 24734 or equivalent * 10 pages/min Monochrome, 5 pages/min Colour * Printing Speed of at least 13 pages/min Colour, at least 30 pages/min for black (A4) on fast draft function * With 1-year warranty		17	units	16,500.00	280,500.00		
13	Continuous Paper 4Ply Carbonless 11" x 14 7/8", - Bond 16 - Computer forms - 500 sheets / box		195	boxes	1,300.00	253,500.00		
14	PVC Card Sheet, - 200mm x 300mm 100 sheets Printable Film & 50 sheets PVC Card / pack		50	packs	1,100.00	55,000.00		
15	Laminating Film, - A4 Size 216mm x 303mm - 250 microns - 100pcs. /pack		10	packs	950.00	9,500.00		
16	Photo Paper (Matte A4), - 210mm x 297mm 20 sheets / pack		100	packs	220.00	22,000.00		
17	Clipboard, Legal size, - 8 1/2" x 13" Color Black		20	pcs.	130.00	2,600.00		
18	Binding Cover Short Size Clear, - PVC Book Binding Cover - 250 microns - 10pcs. / pack		550	packs	175.00	96,250.00		
19	Condenser microphone, - USB Microphone * Works with Laptop/PC/MAC * Studio Quality audio output * Mountable to a desktop tripod * Cardoid pattern * USB Output (USB-C to USB) * At least 24 Bit / 192 kHz		3	units	15,500.00	46,500.00		

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	resolution * Zinc-alloy body * Steel Mesh Grill * Desktripod included * Plug and Play Feature * at least 3.5 mm audio jack Infront for direct voice monitoring					
Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.		Total	997,450.00			
DELIVERY TERM: Within Thirty (30) 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.

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.

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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
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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