



## 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

<b>Solicitation Number:</b> 100-23-01-117	<b>Status</b>	<b>Active</b>
<b>Trade Agreement:</b> Implementing Rules and Regulations		
<b>Procurement Mode:</b> Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Associated Components</b>	1
<b>Classification:</b> Goods		
<b>Category:</b> Office Equipment Supplies and Consumables	<b>Bid Supplements</b>	2
<b>Approved Budget for the Contract:</b> PHP 165,120.00		
<b>Delivery Period:</b>	<b>Document Request List</b>	4
<b>Client Agency:</b>		
<b>Contact Person:</b> 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	<b>Date Published</b>	29/04/2023
	<b>Last Updated / Time</b>	12/05/2023 17:24 PM
	<b>Closing Date / Time</b>	16/05/2023 17:00 PM

#### 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)
- 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 16, 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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