



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 9745323  
**Procuring Entity** CITY OF PASIG  
**Title** Supply, Delivery and Printing of Book Cards, Book Pockets, Borrower's Cards, and Catalog Cards - Pasig City Library  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b> R1 100-23-01-224	<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> Printing Services	<b>Bid Supplements</b>	1
<b>Approved Budget for the Contract:</b> PHP 37,000.00		
<b>Delivery Period:</b> 30 Day/s	<b>Document Request List</b>	2
<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>	12/05/2023
	<b>Last Updated / Time</b>	17/05/2023 11:35 AM
	<b>Closing Date / Time</b>	23/05/2023 17:00 PM

#### Description

Items Quantity / Units

1 Book card,  
- details  
title: Pasig City Library and Learning Resource Center  
book card color: green  
book card dimension: 5"/3.2"  
100gsm  
(see attached sample picture) 1000 pcs.

2 Book pocket,  
- book pocket color: ceam  
dimension: 6.3"/3.5"  
250gsm 1000 pc

3 Borrower's Card,  
- Title: Pasig City Library and Learning Resource Center  
borrowers' card

dimension: 5"/3"  
 card color: pink  
 100gsm  
 front and rear sample picture attached 1000 pc

4 Catalog Card,  
 - dimension: 5"x3"  
 120gsm  
 card stock color: white 2000 pc

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 23, 2023 at 5:00 PM

Please be guided accordingly

**Created by** ATTY. PONCE MIGUEL D. LOPEZ

**Date Created** 11/05/2023

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