



REQUEST FOR QUOTATION

Date: 06 June 2023

RFQ No.: R2 100-23-02-444

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 Equipment - LYDO** with an Approved Budget for the Contract (ABC) of **Php 460,165.00**, 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	Canon Pixma 790 Ink, - G1000 Cyan		10	pcs	500.00	5,000.00		
2	Bond Paper Short, - 70 gsm		40	reams	380.00	15,200.00		
3	Bond Paper A4, - 80 gsm		40	reams	400.00	16,000.00		
4	Bond Paper Long (Legal size), - 80 gsm		40	reams	430.00	17,200.00		
5	Folder Long, - White folder long		100	pcs	8.00	800.00		
6	Folder Short, - white folder short		110	pcs	7.00	770.00		
7	Sliding Folder (Clear Plastic) Long		100	pcs	25.00	2,500.00		
8	Sign pen, - black 0.5		10	pcs	85.00	850.00		
9	Sign Pen, - 0.5 blue		5	pc	85.00	425.00		
10	Scissors, - Big - Stainless Steel		10	pcs	70.00	700.00		




PANAHON NG PASIGUEÑO

	- Heavy Duty with Strong Grip							
11	Expandable File Folder, - self-standing accordion,24 pockets, fits legal size folder		10	pcs	200.00	2,000.00		
12	Sticky Pad, - 100 sheets per pad Size: 3 x 3 inches Random Color		50	pcs	35.00	1,750.00		
13	STAPLER, #35, - Heavy duty		10	pcs	350.00	3,500.00		
14	Correction tape, - 28m x 5mm Tip Protection Permanent Coverage		20	pcs	55.00	1,100.00		
15	Rubber Band, - 350 grams per box Heavy Duty Rubber Band		5	box	50.00	250.00		
16	Rubber band, - Rubber band, 70mm min lay flat length 350 grams		5	box	180.00	900.00		
17	Colored paper (assorted color), - Color Paper A4 size 10 sheets per pack		5	packs	300.00	1,500.00		
18	Manila Paper, - 36" x 48" 2 Sheets / pack		50	pack	10.00	500.00		
19	Cartolina Paper, - (Assorted colors)		50	pcs	15.00	750.00		
20	Board paper, A4, - 10 pcs per pack 220gsm - white - Vellum - Ink jet friendly		25	packs	50.00	1,250.00		
21	ID Lace, - Slim Cotton ID lanyard 36 inches - 250 Color Blue - 250 Pink - 250 Maroon - 250 White		1000	pcs	20.00	20,000.00		
22	ID Case, - B4 Plastic 150x150mm		1000	pcs	35.00	35,000.00		
23	Pencil, - with eraser		50	piece	20.00	1,000.00		
24	GLUE, - White Glue130ml		50	pcs	50.00	2,500.00		
25	Canon Pixma 790 Ink, - G1000 Black		10	pcs	8,000.00	80,000.00		
26	Canon Pixma 790 Ink, - G1000 Magenta		10	pcs	500.00	5,000.00		
27	Canon Pixma 790 Ink, - G1000 Yellow		10	pcs	500.00	5,000.00		
28	Epson L3110 Ink-003 Black		20	pcs	380.00	7,600.00		
29	Epson L3110 Ink-003 Cyan		20	pcs	380.00	7,600.00		
30	Epson L3110 Ink-003 Magenta		20	pcs	380.00	7,600.00		
31	Epson L3110 Ink-003 Yellow		20	pcs	380.00	7,600.00		
32	White board,		4	pcs	1,200.00	4,800.00		

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



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	- 24x36cm							
33	3-in1 Colored Printer, - Print, Scan and Copy functions Technical Specification : Printing method: Heat free Inkjet Technology or equivalent At least 180 nozzle black , 59 nozzle per color with variable sized droplet technology or equivalent Uses dye ink (blank, magenta, cyan and yellow) Printing quality of attest 5,760 x 1,440 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 at least 1 year warranty		5	pcs	12,000.00	60,000.00		
34	HP ink, - Plus ink #15 black		1	pcs	500.00	500.00		
35	HP Ink, - Plus ink #78 tricolor		1	pcs	500.00	500.00		
36	Plastic Envelope, - long size-clear Gauge 6		1010	pcs	25.00	25,250.00		
37	Parchment paper, - A4 size 10 sheets per pack		55	packs	50.00	2,750.00		
38	Ballpen, - Black		1011	pcs	20.00	20,220.00		
39	Personalized Notepad, - A5 21CM X 148CM 50 PAGES - FRONT PRINT ONLY - Please see attached sample		1010	pcs	50.00	50,500.00		
40	Projector with Projection Screen, - Digital Light Projection technology or equivalent Up to 4000 ANSI Lumens At least 8000 lamp life VGA to WUXGA Data input signal Native resolution of at least 1024x768 Can accept analog to high definition video input signal Contrast ratio of at least 30000:1 Manual zoom and focus lens type With power cable, VGA cable, remote control, carrier bag as accessories Can accommodate HDMI, VGA , S-Video for image inputs with at least 1 year warranty Bundled with projector tripod screen (size 70'x70) matte white,		1	units	43,800.00	43,800.00		

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	rack and ball bearing device mechanism						
Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.			Total	460,165.00			
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.

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.**

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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)

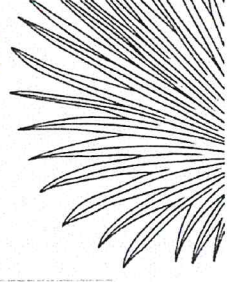
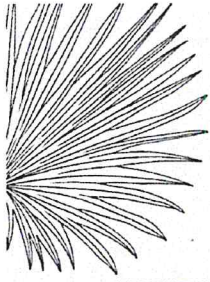
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LOCAL YOUTH DEVELOPMENT OFFICE

PASIG CITY



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PASIG

