



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 9840442  
**Procuring Entity** CITY OF PASIG  
**Title** Supply and Delivery of Various Printing Materials for the 1st Pasig City Research Journal – Education Unit  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b> 100-23-04-1214	<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 97,900.00		
<b>Delivery Period:</b>	<b>Document Request List</b>	3
<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>	10/06/2023
	<b>Last Updated / Time</b>	14/06/2023 10:56 AM
	<b>Closing Date / Time</b>	16/06/2023 10:00 AM

#### Description

##### Items Quantity / Units

1 Printing of 1st Pasig City Research Journal,  
- 115 pcs. of 1st Pasig City Research Journal  
80 pages including cover and back pages  
PUR binding  
Full Color  
Matte Lamination with spot UV  
Stock  
Cover-C2S 200  
Inside-C2S 100  
A4 size paper  
Envelope included  
Quantity: 115 pcs.  
Size: 9 inches x 11.5 inches  
Book paper 80  
Color: blue 115 pcs  
2 Write shop Kits,  
- Specification:  
- Long plastic colored envelope with handle  
Material: Plastic  
Legal Size with push lock button  
- Steno notebook

Material: paper  
 Size: AS:21 0mm\*146mm  
 Thickness: 80gsm  
 Weight: 300g (approximately)  
 - Pencil with eraser  
 Black lead pencil #1  
 With eraser  
 - 1 pc. Gel pen per kit  
 With metal clip  
 Ball point: 0.5  
 Ink color: black & green  
 Material: Plastic  
 Size: 148mm  
 Weight: 35(approximately)  
 - Whiteboard marker  
 Color: Black  
 Tip: Bullet type  
 Refillable  
 Long cap-off time - more than 30 minutes 40 kits  
 3 Polo shirt with collar,  
 - Specification:  
 - Fabric: High quality moisture wicked breathable 100% polyester

- Polo Shirt with Collar  
 - Color: White, Blue, Dark Gray Combination  
 - Short Sleeve  
 - Type of printing: Embroided  
 with SDO Pasig Logo  
 - Logo Size: 7cm height and width (embroided)  
 - SDO PASIG  
 Embroided  
 height Size: 2cm  
 Width Size: 5cm  
 Font: Calibri bold font  
 Color: White  
 ALL CAPS

Back Design  
 - with the word "SDRTWC" below the logo of Pasig  
 - 8cm length & 3 cm height  
 - ALL CAPS  
 - Font: Calibri bold font  
 - Color: Navy Blue  
 - Embroided  
 - Regular fit (Adult size)  
 Polo shirt breakdown of sizes  
 Small - 2  
 Medium - 4  
 Large - 7  
 2XL - 4  
 - Please see attached Terms of Reference and sample design  
 - Delivery Term: It shall be delivered 10 days upon receipt of the NTP and PO

17 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%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, June 16, 2023 at 10:00 AM

Please be guided accordingly

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

**Date Created**                09/06/2023

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