



REQUEST FOR QUOTATION

Date: 21 June 2023
RFQ No.: 100-23-01-1254

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 ICT Equipment - PCLEDIO** with an Approved Budget for the Contract (ABC) of **Php 310,972.00**, 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	Lever Arch File, - 3" distance Horizontal, Long, Black		50	pcs	120.00	6,000.00		
2	photo paper, - High Gloss, A4, 230gsm, 20's		10	pack	213.5	2,135.00		
3	Epson I6170 Maintenance box and resetter, - C13T04D100		3	pcs	2,000.00	6,000.00		
4	Manila Paper, - Olympic Folded (10sheets) Size:93x122cm Packing:10pcs per pack		30	packs	40.00	1,200.00		
5	Brown Envelope, - Long		200	pcs	9.00	1,800.00		
6	Folder Pressboard, - Expanded long		100	pcs	18.00	1,800.00		
7	Plastic Envelope, - Long clear		180	pcs	15.00	2,700.00		
8	Printer Ink, Epson T03Y100 Black Bottle Ink 127 ml		25	bottles	550.00	13,750.00		
9	Printer Ink, Epson T03Y200 Cyan Bottle Ink 70 ml		20	bottles	320.00	6,400.00		
10	Printer Ink, Epson T03Y400 Yellow Bottle Ink 70 ml		20	bottles	320.00	6,400.00		

11	Printer Ink, Epson T03Y300 Magenta Bottle Ink 70 ml	20	bottles	320.00	6,400.00		
12	BOTTLE INK, FOR EPSON, T00V100 - BLACK - 65ml	70	bottle	320.00	22,400.00		
13	BOTTLE INK, FOR EPSON, T00V200 - CYAN- 65ml	50	bottle	320.00	16,000.00		
14	BOTTLE INK, FOR EPSON, T00V300 - MAGENTA- 65ml	50	bottle	320.00	16,000.00		
15	BOTTLE INK, FOR EPSON, T00V400 - YELLOW- 65ml	50	bottle	320.00	16,000.00		
16	Epson t6641 black, - Black - 70 ml	15	bottle	320.00	4,800.00		
17	Epson Ink T6642, - Cyan - 70 ml	14	bottle	320.00	4,480.00		
18	Epson Ink T6643, - Magenta - 70ml	13	bottle	320.00	4,160.00		
19	Epson Ink T6644, - Yellow - 70ml	14	pcs	320.00	4,480.00		
20	Office Ring Binder Folder, - Legal, Black	5	pcs	350.00	1,750.00		
21	ballpen, - black, 0.7mm	500	pcs	6.00	3,000.00		
22	Correction tape, - Size: 5mmx10m approx.	50	pcs	40.00	2,000.00		
23	Packaging Tape, - 2inches x 70m, Clear brown	12	pcs	45.00	540.00		
24	Paper fastener, - Plastic, 50's	12	box	60.00	720.00		
25	Marker, - Highlighter 3pcs/pack	12	pack	120.00	1,440.00		
26	Paper Clip, - Jumbo 50mm, 100 pcs/box	30	bxs	45.00	1,350.00		
27	White Board Marker, - Blue, 2.5mm	25	pcs	35.00	875.00		
28	White board marker, - Black, 2.5mm	25	pcs	35.00	875.00		
29	White board marker, - Red, 2.5mm	25	pcs	35.00	875.00		
30	DATER STAMP, - (Received) Dimension: 5 x 6 x 8 cm approx.	3	pcs	100.00	300.00		
31	Laminating Film A4, - 125 microns - 100sheets - 210mm x 297mm	1	pack	600.00	600.00		
32	Stapler #35, - with remover - Adjustable for permanent to - temporary clinch	10	pcs	400.00	4,000.00		
33	Steno notebook, - 60 sheets, 6" X 9", 55gsm	60	pcs	25.00	1,500.00		
34	puncher, - (3 holes) - Hole distance:291mm - Hole size:7mm - All metal construction	3	pcs	400.00	1,200.00		
35	puncher, - (2 holes) - Hole distance:70mm - All metal construction	3	pcs	350.00	1,050.00		

36	Scissors, - size:17cm		20	pcs	100.00	2,000.00		
37	Table Name Holder, - 3" X 12", with hole for insert		5	pcs	260.00	1,300.00		
38	BULLETIN BOARD, - Large Bulletin cork Board with silver aluminum frame - 36x60 inches (5 x 3 ft), Wall type		1	pcs	3,500.00	3,500.00		
39	Certificate holder, - Holds certificates / Diploma / Citation - Size:9.5 x 12.5 inches - Color: Blue		100	pcs	80.00	8,000.00		
40	Tape dispenser, - Takes roll up to 25m x 19 mm - Size: 145 x 65 x 58 mm approx. - Color: Assorted colors		5	pc	100.00	500.00		
41	Wireless Laser Pointer, - Capable of at least 30 meters of wireless range Red or green-colored laser point Supported by USB wireless interface Must be operated by at most two (2) AAA batteries for power requirement Must be supported by up to the latest versions of Windows OS Warranty at least 1 year		3	unit	5,000.00	15,000.00		
42	Headsets, - Must be a noise canceling microphone Capable of at least 102 dB sensitivity 20 Hz - 20 Khz frequency response Must have a 3.5mm jack for connectivity Must be supported by up to the latest versions of Windows OS and Mac OS Warranty at least 1 year		4	pcs	1,100.00	4,400.00		
43	HDMI cord, - At least 3 meters long Supports HDTVs, projectors and laptops for their respective video and audio outputs Must be fully HDCP compliant to provide the highest level of signal quality		3	pcs	350.00	1,050.00		
44	Webcam, - Capable of rendering full HD 1080P with options of lower resolutions Capable of at least 75 wide degrees viewing angle Capable of at least MPEG and JPEG output formats Must have built-in mic Supported by at least USB 2.0 Supported by up to the latest versions of Windows OS and Mac OS Plug and play Warranty of at least 1 year		3	unit	2,500.00	7,500.00		

45	Acrylic brochure holder, - 4" x 7.5", Menu stand vertical clear - Color: Clear		10	pcs	250.00	2,500.00		
46	Colored Paper, - Assorted Colors, 80gsm, A4 size, 250's		30	ream	200.00	6,000.00		
47	Board paper, - A4, 180 gsm, 10's		100	pack	199.00	19,900.00		
48	board paper long, - 180 gsm, 10's		70	pack	199.00	13,930.00		
49	Plastic Envelope, - A4 Size, Clear		120	pcs	13.00	1,560.00		
50	Office Ring Binder Folder, - (A4 Size, Isolated on white)		5	pcs	300.00	1,500.00		
51	Plastic Folder w/ slide, - Blue, A4 size		100	piece	20.00	2,000.00		
52	Pencil, - # 2, with eraser - 12 pcs/box		3	box	84.00	252.00		
53	transparent tape 1" inch, - 24mm x 100m 12 pcs/packs		12	packs	100.00	1,200.00		
54	Led Light, - 18 inches Ring Light with Stand Bi-Color Diffuser atleast 240 LED Beads Inner Ring: 36.5 cm approx. External Diameter: 48.5 cm approx. Item size: 57.5 x 6.7 cm / 22.6 x 19.1 x 2.6 inches approx. With Ring Light Bag		1	set/s	3,000.00	3,000.00		
55	3 in 1 Printer, - 3-in-1 Colored Ink Tank Printer Print, Scan and Copy functions Printing Method: Heat-free Inkjet Technology or equivalent At least 180 Nozzles Black, 59 Nozzles per Color with Variables-sized droplet technology or equivalent Uses Dye Inks (Black, Magenta, Cyan and Yellow) Printing Quality of at least 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		2	unit	9,000.00	18,000.00		
56	Wired Microphone, - Microphone Unit: Dynamic Polar Pattern: Unidirectional Frequency Response: 40Hz- 15 kHz Connector: 3 pin XLR-M type		3	pcs	3,000.00	9,000.00		
57	Trash Bin Small,		10	pcs	200.00	2,000.00		

	- Office Trash Bin Color: Black Size: 23.6 x 26.6 cm approx.							
58	Garbage bag, - Medium 32" x 24", 25 pcs/roll		30	roll	160.00	4,800.00		
59	Interfolded Paper Towel (Tissue), - 2 ply 150 sheets		100	pcs	80.00	8,000.00		
60	Trash Bag, - Black, Trash Bin Bag, 32x52 inches, 50pcs/ pack		20	pack	50.00	1,000.00		
61	Floor Mop, - Floor Mop with Bucket materials: PVC Stainless mop Length: 12mm approx. mop Head: 33cm x 12cm (360 degrees rotatable head, soft fiber mop cloth) Bucket: 40cm x 20cm x 20cm approx.		2	pcs	500.00	1,000.00		
62	Door Mat, - 18" x 30" cotton		10	pcs.	50.00	500.00		
63	Broom, - walis tambo weight: 500 grams handle: wood, machine furnished finish diameter handle: 19 mm (min) length handle: 545 mm (min) dry weight of the tiger grass: 200 grams (min) usable length: 270 mm with upper stitch: 20 (min) with lowe stitch: 30 (min)		5	pcs	160.00	800.00		
64	Detergent Powder Soap, - 50 g		100	pcs.	15.00	1,500.00		
65	furniture polish spray, - Aerosol type for all types fo surfaces such as furniture, cabinets, countertops, vinyl and leather, etc. Net content: 300ml per can pleasant smell		10	bottle	270.00	2,700.00		
66	Insect Spray, - Aerosol Kerosene-based quick kill contact and residual type cautionary scent/odor required multi-insect killer 600ml(min)		8	pcs	200.00	1,600.00		
Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.			Total		310,972.00			
DELIVERY TERM: Within Thirty (30) calendar days upon the receipt of Notice to Proceed.								

**Indicate the BRAND NAME or MANUFACTURER NAME and the specific MODEL to be offered or attach a BROCHURE for the offered item; items including but not limited to clothing, vehicle, 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.**

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)