



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 9868663  
**Procuring Entity** CITY OF PASIG  
**Title** Supply and Delivery of Various Office Supplies and ICT Equipment - PCLEDIO  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b> 100-23-01-1254	<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>	1
<b>Approved Budget for the Contract:</b> PHP 310,972.00		
<b>Delivery Period:</b> 30 Day/s	<b>Document Request List</b>	7
<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>	21/06/2023
	<b>Last Updated / Time</b>	26/06/2023 16:23 PM
	<b>Closing Date / Time</b>	29/06/2023 17:00 PM

#### Description

##### Items Quantity / Units

- 1 Lever Arch File,  
- 3" distance Horizontal, Long, Black 50 pcs
- 2 photo paper,  
- High Gloss, A4, 230gsm, 20's 10 pack
- 3 Epson I6170 Maintenance box and resetter,  
- C13T04D100 3 pcs
- 4 Manila Paper,  
- Olympic Folded (10sheets)  
Size:93x122cm  
Packing:10pcs per pack 30 packs
- 5 Brown Envelope,  
- Long 200 pcs
- 6 Folder Pressboard,  
- Expanded long 100 pcs
- 7 Plastic Envelope,  
- Long clear 180 pcs
- 8 Printer Ink,  
Epson T03Y100 Black Bottle Ink 127 ml 25 bottles
- 9 Printer Ink,  
Epson T03Y200 Cyan Bottle Ink 70 ml 20 bottles
- 10 Printer Ink,  
Epson T03Y400 Yellow Bottle Ink 70 ml 20 bottles
- 11 Printer Ink,

Epson T03Y300 Magenta Bottle Ink 70 ml 20 bottles  
12 BOTTLE INK,  
FOR EPSON, T00V100 - BLACK - 65ml 70 bottle  
13 BOTTLE INK,  
FOR EPSON, T00V200 - CYAN- 65ml 50 bottle  
14 BOTTLE INK,  
FOR EPSON, T00V300 - MAGENTA- 65ml 50 bottle  
15 BOTTLE INK,  
FOR EPSON, T00V400 - YELLOW- 65ml 50 bottle  
16 Epson t6641 black,  
- Black - 70 ml 15 bottle  
17 Epson Ink T6642,  
- Cyan - 70 ml 14 bottle  
18 Epson Ink T6643,  
- Magenta - 70ml 13 bottle  
19 Epson Ink T6644,  
- Yellow - 70ml 14 pcs  
20 Office Ring Binder Folder,  
- Legal, Black 5 pcs  
21 ballpen,  
- black, 0.7mm 500 pcs  
22 Correction tape,  
- Size: 5mmx10m approx. 50 pcs  
23 Packaging Tape,  
- 2inches x 70m, Clear brown 12 pcs  
24 Paper fastener,  
- Plastic, 50's 12 box  
25 Marker,  
- Highlighter 3pcs/pack 12 pack  
26 Paper Clip,  
- Jumbo 50mm, 100 pcs/box 30 bxs  
27 White Board Marker,  
- Blue, 2.5mm 25 pcs  
28 White board marker,  
- Black, 2.5mm 25 pcs  
29 White board marker,  
- Red, 2.5mm 25 pcs  
30 DATER STAMP,  
- (Received)  
Dimension: 5 x 6 x 8 cm approx. 3 pcs  
31 Laminating Film A4,  
- 125 microns  
- 100sheets  
- 210mm x 297mm 1 pack  
32 Stapler #35,  
- with remover  
- Adjustable for permanent to  
- temporary clinch 10 pcs  
33 Steno notebook,  
- 60 sheets, 6" X 9", 55gsm 60 pcs  
34 puncher,  
- (3 holes)  
- Hole distance:291mm  
- Hole size:7mm  
- All metal construction 3 pcs  
35 puncher,  
- (2 holes)  
- Hole distance:70mm  
- All metal construction 3 pcs  
36 Scissors,  
- size:17cm 20 pcs  
37 Table Name Holder,  
- 3" X 12", with hole for insert 5 pcs  
38 BULLETIN BOARD,  
- Large Bulletin cork Board with silver aluminum frame  
- 36x60 inches (5 x 3 ft), Wall type 1 pcs  
39 Certificate holder,  
- Holds certificates / Diploma / Citation  
- Size:9.5 x 12.5 inches  
- Color: Blue 100 pcs  
40 Tape dispenser,  
- Takes roll up to 25m x 19 mm  
- Size: 145 x 65 x 58 mm approx.  
- Color: Assorted colors 5 pc  
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  
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  
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  
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  
45 Acrylic brochure holder,  
- 4" x 7.5", Menu stand vertical clear  
- Color: Clear 10 pcs  
46 Colored Paper,  
- Assorted Colors, 80gsm, A4 size, 250's 30 ream  
47 Board paper,  
- A4, 180 gsm, 10's 100 pack  
48 board paper long,  
- 180 gsm, 10's 70 pack  
49 Plastic Envelope,  
- A4 Size, Clear 120 pcs  
50 Office Ring Binder Folder,  
- (A4 Size, Isolated on white) 5 pcs  
51 Plastic Folder w/ slide,  
- Blue, A4 size 100 piece  
52 Pencil,  
- # 2, with eraser  
- 12 pcs/box 3 box  
53 transparent tape 1" inch,  
- 24mm x 100m  
12 pcs/packs 12 packs  
54 Led Light,  
- 18 inches Ring Light with Stand  
Bi-Color Diffuser  
at least 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  
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  
56 Wired Microphone,  
- Microphone Unit: Dynamic  
Polar Pattern: Unidirectional  
Frequency Response: 40Hz- 15 kHz  
Connector: 3 pin XLR-M type 3 pcs  
57 Trash Bin Small,  
- Office Trash Bin  
Color: Black  
Size: 23.6 x 26.6 cm approx. 10 pcs  
58 Garbage bag,  
- Medium 32" x 24", 25 pcs/roll 30 roll  
59 Interfolded Paper Towel (Tissue),  
- 2 ply  
150 sheets 100 pcs  
60 Trash Bag,

- Black, Trash Bin Bag, 32x52 inches, 50pcs/ pack 20 pack  
 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  
 62 Door Mat,  
 - 18" x 30"  
 cotton 10 pcs.  
 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  
 64 Detergent Powder Soap,  
 - 50 g 100 pcs.  
 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  
 66 Insect Spray,  
 - Aerosol  
 Kerosene-based  
 quick kill contact and residual type  
 cautionary scent/odor required  
 multi-insect killer  
 600ml(min) 8 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%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 29, 2023 at 5:00 PM  
 Please be guided accordingly

**Created by**                    ATTY. PONCE MIGUEL D. LOPEZ  
**Date Created**                20/06/2023

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