



REQUEST FOR QUOTATION

Date: 30 June 2023

RFQ No.: 100-23-05-1381

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 - PMO with an Approved Budget for the Contract (ABC) of Php 777,027.99, in accordance with Section 52.1 (B) 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	Insecticide, - Aerosol type - Kerosene based - Quick kill contact and residual type - Cautionary scent/Odor required - Multi-insect Killer - Net content per can: 600ml min - Sufficient amount of propellant to totally expel content		3	can	153.3	459.9		
2	Stamp Pad Ink, - Color: Violet - Volume (min.): 50ml - With applicator		10	bottles	43.92	439.2		
3	PAPER, MULTICOPY, - Basis Weight: 80 gsm - Size: A4, 210 mm X 297 mm - Sheet count (min.): 500 sheets per ream		1000	reams	187.62	187,620.00		
4	PAPER, MULTICOPY, - Basis Weight: 80 gsm - Size: Legal, 216 mm x 330 mm - Sheet count (min.): 500 sheets per ream		2400	reams	199.56	478,944.00		
5	Parchment Paper, - Type: Parchment		2	box	107.86	215.72		

	<ul style="list-style-type: none"> - Size: 210 mm x 297 mm, multi-purpose - Basis Weight: 80 gsm - Fine, translucent - Suitable for laser/inkjet printing - 100 pieces per box 							
6	Tissue, <ul style="list-style-type: none"> - Interfolded Paper Towel - Basis Weight: 34 gsm (+/- 2 gsm) - Raw Materials from 100% recycled fiber - Total number of sheets per pack: 150 pulls - Number of Ply: one (1) ply - Paper shall be at least elemental chlorine free (ECF) 		75	pack	38.32	2,874.00		
7	CLIP, <ul style="list-style-type: none"> - Blackfold - 32 mm - All Metal - Clamping length: 32 mm (-1 mm) - Clamping depth (min.): 14 mm - Thickness of metal (min.): 0.30 mm - Diameter of clip handles (min.): 1.45 mm - Binding capacity: at least 12 mm - 12 pieces per box 		30	box	28.12	843.6		
8	Fastener, Metal, <ul style="list-style-type: none"> - Non-sharp edges - For paper - Metal, non-corroding - Thickness: base with prongs and compressor: 0.30 mm (min.) - Material: as per sample provided - Able to hold 25 mm thick of multi-purpose paper (70 gsm) - 70 mm between prongs - With prongs forming an integral part of the base - 50 sets per box 		60	box	104.1	6,246.00		
9	Folder, Pressboard, size: 369mm x 242mm (-5mm), <ul style="list-style-type: none"> - Material: paper board - Thickness (min.): 0.40 mm - Basis weight (min.): 312 gsm - Color: green - Accordion-pleat gusset: book cloth/paper cloth - Color: green - Expansion (-3 mm): 39 mm - 100 pieces per box 		5	box	1,047.90	5,239.50		
10	Marker, Fluorescent, 3 assorted colors per set, <ul style="list-style-type: none"> - Barrel: Flat - Tip: Chisel point - Material and Structure: The barrel and the cap shall be made of plastic and the cap shall fit snugly or firmly 		5	set	51.35	256.75		

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	to the barrel and of such structure that will easily cap and uncap - Brand shall be engraved/embossed/printed/permanently stickered on the item.							
11	Marker, - For whiteboard - Ink color: blue - Tip: felt tip, bullet type - Material and structure: the barrel and the cap shall be made of plastic and the cap shall fit snugly or firmly to the barrel and of such structure will easily cap and uncap - Brand shall be engraved/embossed/printed/permanently stickered on the item		4	piece	14.72	58.88		
12	Paper Clip, - Vinyl/Plastic Coated - Wire diameter (min.): 1.0 mm - Length of clip (min.): 50 mm - Total length of wire used (min.): 155 mm - Assorted colors - 100 pieces per box		50	box	18.85	942.5		
13	RUBBER BAND, - Number 18 - Net weight (min.): 350 grams - Width (min.): 1.00 mm - Thickness (min.): 1.00 mm - Lay flat length (+10%): 70 mm - Tensile strength (min.): 9.81 Mpa - Elongation (min.): 500%		15	box	148.72	2,230.80		
14	Stamp Pad, - Felt - Made of metal, plastic or combination of plastic and metal - Metallic material shall be resistant to rust under normal usage - Thickness of metal: 0.20 mm (min.) - Plastic material/component shall be resistant to impact and ink - Stamp bed shall be used is felt or its equivalent - Thickness of felt: 5 mm (min.) - Stamp bed size: 60 mm x 100 mm (min.)		4	pcs	43.91	175.64		
15	CUTTER, - Cutter/knife - General purpose snap off blade/utility knife - With anti-slip grip plastic molded body - Blade measurements, length: 100 mm (+/- 2 mm), width: 16 mm (+/- 2 mm), thickness: at least 0.40 mm - With built-in blade snapper - With steel blade track		10	pcs	36.77	367.7		

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	- With safety screw locking mechanism							
16	dating and stamping machine, - Frame: steel and plastic or sturdy all plastic frame - Four band date and 12-year band - Date Format: MM-DD-YY - Self-inking stamp pad - Acceptable color: black or violet - With locking mechanism - With removable and refillable ink pad, single color - Size of imprint (min.): 300 mm x 45 mm - Heavy duty		1	piece	499.36	499.36		
17	Puncher, - For paper, heavy duty - Punching capacity: 30 sheets of 70 gsm multi-purpose paper - With two (2) hole guide - Diameter of hole: 7 mm (approximate)		6	piece	165.88	995.28		
18	Stapler, Standard Type, - Load capacity (min.): 200 staple wires - Staple pusher shall be a metal piece and not spring		12	pcs	194.48	2,333.76		
19	Tape Dispenser, - Table top - Heavy duty - Net weight (min.): 1.2 kg - Body made of rigid plastic - Smooth finish: weighted - Non-skid full rubber base - Serrated cutting blade thickness: 0.40 mm (+/- 0.3 mm) - Holds rolls up to 24 mm wide on 75 mm core - Easy one-handed operation - Assorted color		3	pcs	80.08	240.24		
20	Digital Voice Recorder, - Built-in memory: 4 GB (expandable) - Channel: stereo - Recording and playback format: MP3, WMA etc. - Earphone jack - Built-in microphone - USB connectivity - Functionality: voice-operated recording or equivalent, noise cut filter, low cut filter, digital pitch control, USB charge - Battery life of 20 hours (min.) (recording mode, MP3 128 Kbps) - Rechargeable Lithium-Ion battery, embedded - Accessories: Instruction manual, carrying pouch, hand strap		1	unit	8,073.08	8,073.08		

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	- Warranty: one (1) year on parts and services							
21	ERASER, - Material: Plastic or rubber - Shape: rectangular - Color: white - Use: for erasing wood-cased and mechanical pencil impressions - Dimension (L x W x T) (min.): equivalent volume of 8,350 cubic millimeters - Erases clean and clear without abrading the paper - Erasing quality: the rubber or plastic erasers shall not damage the writing surface of Multicopy 80 gsm paper, and shall not leave any mark or smudge which makes the erased surface dirty.		20	pcs	4.92	98.4		
22	Sign Pen, - Ink Color: Blue - Type: gel ink - Tip: 0.5 mm, needle type - With non-slip rubber grip - With metal clip - One (1) piece barrel (non-refillable) - Writing length: one (1) km (min.)		24	piece	38.07	913.68		
23	Ink 003 Black, - Epson Refill Ink 003 - Type: original/genuine - Ink Color: black - Capacity: 65 ml		60	pcs	385.00	23,100.00		
24	ink 003 Yellow, - Epson Refill Ink 003 - Type: original/genuine - Ink Color: yellow - Capacity: 65 ml		20	pcs	385.00	7,700.00		
25	ink 003 Cyan, - Epson Refill Ink 003 - Type: original/genuine - Ink Color: cyan - Capacity: 65 ml		20	pcs	385.00	7,700.00		
26	Ink 003 Magenta, - Epson Refill Ink 003 - Type: original/genuine - Ink Color: magenta - Capacity: 65 ml		20	pcs	385.00	7,700.00		
27	Typewriter Ribbon, - Ad-rite machine ribbon, typewriter, black, nylon - For manual and electric; Ink: medium; Color: black - Weight: 0.019 kg; Length: 6 cm; Width: 6 cm; Height: 2 cm		4	pcs	110.00	440.00		
28	Vellum Board, - Color: Cream or White; 200 gsm board; size: A4 (10 sheets per pack)		60	pack	65.00	3,900.00		

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29	Retractable Gel Pen Black, - Pen tip: 0.5 mm; color: black; 12 pieces per box	60	boxes	140.00	8,400.00		
30	Note Fillers, - 16 leaves per filler; size: 6" x 8.5"; 5 fillers per pack	80	pack	75.00	6,000.00		
31	Fastener, Long Metal, - Size: 70 mm x 8.5"; 50 pieces per box	30	box	130.00	3,900.00		
32	Ballpen, - Ordinary; pen tip: 0.7 mm; Color: black	160	pcs	7.00	1,120.00		
33	Sacks, - Type: Laminated sack; pattern: plain; color: white; size: 21" x 38"	100	pcs	20.00	2,000.00		
34	Recyclable Box, - Heavy duty; corrugated boxes; pattern: Plain; color: Brown - Size: 23" W x 23" D x 23" H	100	pcs	50.00	5,000.00		
Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.				Total	777,027.99		
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:

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