



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 9896926  
**Procuring Entity** CITY OF PASIG  
**Title** Supply and Delivery of Various Office Supplies - PMO  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b> 100-23-05-1381 <b>Trade Agreement:</b> Implementing Rules and Regulations <b>Procurement Mode:</b> Shopping - Ordinary/Regular Office Supplies & Equipment (Sec. 52.1.b) <b>Classification:</b> Goods <b>Category:</b> Office Equipment Supplies and Consumables <b>Approved Budget for the Contract:</b> PHP 777,027.99 <b>Delivery Period:</b> 30 Day/s <b>Client Agency:</b> <hr/> <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>Status</b>	<b>Active</b>
	<b>Associated Components</b>	1
	<b>Bid Supplements</b>	1
	<b>Document Request List</b>	12
	<b>Date Published</b>	30/06/2023
	<b>Last Updated / Time</b>	05/07/2023 10:01 AM
	<b>Closing Date / Time</b>	10/07/2023 10:00 AM

#### Description

##### Items Quantity / Units

- 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
- 2 Stamp Pad Ink,
  - Color: Violet
  - Volume (min.): 50ml
  - With applicator 10 bottles
- 3 PAPER, MULTICOPY,
  - Basis Weight: 80 gsm
  - Size: A4, 210 mm X 297 mm
  - Sheet count (min.): 500 sheets per ream 1000 reams
- 4 PAPER, MULTICOPY,
  - Basis Weight: 80 gsm
  - Size: Legal, 216 mm x 330 mm
  - Sheet count (min.): 500 sheets per ream 2400 reams

- 5 Parchment Paper,
  - Type: Parchment
  - Size: 210 mm x 297 mm, multi-purpose
  - Basis Weight: 80 gsm
  - Fine, translucent
  - Suitable for laser/inkjet printing
  - 100 pieces per box 2 box
- 6 Tissue,
  - 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
- 7 CLIP,
  - 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
- 8 Fastener, Metal,
  - 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
- 9 Folder, Pressboard, size: 369mm x 242mm (-5mm),
  - 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
- 10 Marker, Fluorescent, 3 assorted colors per set,
  - 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 to the barrel and of such structure that will easily cap and uncap
  - Brand shall be engraved/embossed/printed/permanently stickered on the item. 5 set
- 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
- 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
- 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
- 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
- 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
  - With safety screw locking mechanism 10 pcs
- 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
- 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
- 18 Stapler, Standard Type,
  - Load capacity (min.): 200 staple wires
  - Staple pusher shall be a metal piece and not spring 12 pcs
- 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
- 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
  - Warranty: one (1) year on parts and services 1 unit
- 21 ERASERS,
  - 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
- 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
- 23 Ink 003 Black,
  - Epson Refill Ink 003
  - Type: original/genuine
  - Ink Color: black

- Capacity: 65 ml 60 pcs  
24 ink 003 Yellow,
- Epson Refill Ink 003
- Type: original/genuine
- Ink Color: yellow
- Capacity: 65 ml 20 pcs  
25 ink 003 Cyan,
- Epson Refill Ink 003
- Type: original/genuine
- Ink Color: cyan
- Capacity: 65 ml 20 pcs  
26 Ink 003 Magenta,
- Epson Refill Ink 003
- Type: original/genuine
- Ink Color: magenta
- Capacity: 65 ml 20 pcs  
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
- 28 Vellum Board,
- Color: Cream or White; 200 gsm board; size: A4 (10 sheets per pack) 60 pack
- 29 Retractable Gel Pen Black,
- Pen tip: 0.5 mm; color: black; 12 pieces per box 60 boxes
- 30 Note Fillers,
- 16 leaves per filler; size: 6" x 8.5"; 5 fillers per pack 80 pack
- 31 Fastener, Long Metal,
- Size: 70 mm x 8.5"; 50 pieces per box 30 box
- 32 Ballpen,
- Ordinary; pen tip: 0.7 mm; Color: black 160 pcs
- 33 Sacks,
- Type: Laminated sack; pattern: plain; color: white; size: 21" x 38" 100 pcs
- 34 Recyclable Box,
- Heavy duty; corrugated boxes; pattern: Plain; color: Brown
- Size: 23" W x 23" D x 23" H 100 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, July 10, 2023 at 10:00 AM  
 Please be guided accordingly

Created by ATTY. PONCE MIGUEL D. LOPEZ

**Date Created** 29/06/2023

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