



REQUEST FOR QUOTATION

Date: 07 July 2023

RFQ No.: 100-23-01-225

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 – Pasig City Library** with an Approved Budget for the Contract (ABC) of **Php 171,931.26**, 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 (PLEASE DO NOT LEAVE BLANK)	QTY	UOM	Approved Budget		Price Offer	
					Unit Cost	Total Cost	Unit cost	Total Cost
1	Accession Record, - 8.5"x14"(200 pages) 75gsm hardbound cover		6	pcs	536.99	3,221.94		
2	Acetate, plastic cover, - #3 hard thick, 50m length		4	rolls	800.00	3,200.00		
3	Acetate film sheet for lamination, - size A4 100 sheets per pack 80 microns		50	packs	55.00	2,750.00		
4	Ballpen, - color black ball point 0.5mm		272	pcs	15.00	4,080.00		
5	Battery AA, - 4's		6	packs	110.00	660.00		
6	Battery AAA, - 4's		6	packs	150.00	900.00		
7	BLADE CUTTER 1"		6	pcs	80.00	480.00		
8	Bond Paper, - A4 size 80gsm 500 sheets per ream		20	reams	256.06	5,121.20		
9	Bond Paper Long (Legal size), - 80gsm 500 sheets per ream		60	reams	270.00	16,200.00		




10	bookends, - Material: Steel color: blue size:42cm x 22cm x14cm(approximate)		10	pairs	375.5	3,755.00		
11	Calculator, - Solar powered 12digit calculator metal panel		6	pcs	350.00	2,100.00		
12	Clipboard, - Legal Size/plastic		12	pcs	121.00	1,452.00		
13	Correction Tape, - 8m length		79	pcs	35.00	2,765.00		
14	Crayons, - 24 color		33	boxes	110.00	3,630.00		
15	Brown Envelope, - size A4 100 pcs per pack		2	packs	500.00	1,000.00		
16	Envelope Brown (Legal) 100's, - 100 pcs per pack		2	packs	500.00	1,000.00		
17	Envelope mailing, - white 100 pcs per pack size: Width 11cm Length 24cm		4	packs	150.00	600.00		
18	Fastener, - Plastic material paper fastener 7cm 50 sets per box		12	boxes	50.00	600.00		
19	Long folder brown, - 100 pcs per pack		5	packs	600.00	3,000.00		
20	folder a4 brown color, - 100 pcs per pack		4	packs	600.00	2,400.00		
21	folder long expandable paper hard (dark blue color)		100	pcs	40.00	4,000.00		
22	Glue All Purpose (200g w/ applicator), - 12pcs/box		12	box	550.00	6,600.00		
23	Illustration Board, - (1 whole)		4	pcs	120.00	480.00		
24	INDEX CARD, 3"x5", - 500 pcs per pack		6	packs	200.00	1,200.00		
25	sticker paper, - luminous sticker paper (blank Label sticker) color: blue size: A4 5 sheets per pack		5	packs	50.00	250.00		
26	sticker paper, - luminous sticker paper (blank label sticker) color: yellow size: A4 5 sheets per pack		5	packs	50.00	250.00		
27	sticker paper, - luminous sticker paper (blank label sticker) color: green size: A4 5 sheets per pack		5	packs	50.00	250.00		
28	sticker paper,		5	packs	50.00	250.00		

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	- luminous sticker paper (blank label sticker) color: red size: A4 5 sheets per pack							
29	stackable magazine rack, - magazine rack for library use dark blue color material: steel size: 2' Length x 3' Width x 2' Height(approximate)		7	pcs	286.00	2,002.00		
30	Marker fluorescent, - 3 colors/set		24	packs	126.45	3,034.80		
31	Marker Permanent, - Black		36	pcs	70.00	2,520.00		
32	White Pad Paper, - size: 8.5" X 13" 90 sheets per pad		12	pads	60.00	720.00		
33	Paper Clip, - size : jumbo 100 pcs per box		12	boxes	46.59	559.08		
34	Yellow Pad Paper, - size: 216mm X 330mm 55 gsm 80 sheets per pad		12	pads	60.00	720.00		
35	Paper Clip, - size: small 100 pcs per box		12	boxes	39.93	479.16		
36	Paper puncher, - 02 holes material: Steel size 7cm hole to hole		2	pcs	550.00	1,100.00		
37	glue all purpose (916ml/1quart), - glue all-purpose with applicator		24	jars	41.00	984.00		
38	Pencil sharpener, - heavy duty hand crank material: metal		2	pcs	314.5	629.00		
39	quality stamp pad felt#2, - color purple 3.5" X 5.5"		2	pcs	100.00	200.00		
40	Pencil #1, - 12 pcs perbox		12	boxes	93.17	1,118.04		
41	Ribbon, - for manual typewriter (olympia model) black nylon ink- medium		6	rolls	33.28	199.68		
42	Record Book 300 pages, size 214mm x 278mm min.		12	pcs	199.65	2,395.80		
43	Rubber Band, - Big ring size 350 gms per box		6	boxes	110.00	660.00		
44	24" Ruler Transparent, - material : clear plastic		6	pcs	27.00	162.00		
45	Sign pen black 0.5, - non refillable		12	pcs	125.00	1,500.00		
46	Stapler heavy duty, - standard size		5	pcs	400.00	2,000.00		
47	Scissors heavy duty medium size,		6	pcs	200.00	1,200.00		

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	- size: 25cm							
48	staple wire #. 26-6, - 5000 staple wires per box		12	boxes	40.00	480		
49	Stam-pad Ink, - color purple		4	pcs	150.00	600		
50	Sticker label for card catalog, - printable size: 25cm x 35cm		120	packs	100.00	12,000.00		
51	Masking Tape, - 1" (24mm) 20 yards		12	rolls	50.00	600		
52	Tape Dispenser, - Table top, heavy duty size: 12mm/18mm/24mm (approximate) color : Blue		3	pcs	303.33	909.99		
53	Tape, type: - packaging size: 2" 60mm/30m color white		1	roll	22.57	22.57		
54	tape transparent 1", - 100 meters per roll		100	rolls	45.00	4,500.00		
55	Epson 003 Black, - 65ml per bottle		40	btls	700.00	28,000.00		
56	Epson 003 Cyan, - 65 ml per bottle		12	btls	700.00	8,400.00		
57	Epson 003 Yellow, - 65 ml per bottle		12	btls	700.00	8,400.00		
58	Epson 003 Magenta, - 65 ml per bottle		12	btls	700.00	8,400.00		
59	Whiteboard marker (black)		36	pcs	70.00	2,520.00		
60	ADHESIVE TAPE, - transparent 24mm (1") width 50meters length		12	rolls	60.00	720.00		
61	specialty paper short white(200gsm) (100sheets)		8	packs	250.00	2,000.00		
Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.					Total	171,931.26		
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.

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- **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

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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)

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