

Central Portal for Philippine Government Procurement Oppurtunities

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		
Solicitation Number:	100-23-05-1381	Status	Active
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Shopping - Ordinary/Regular Office Supplies & Equipment (Sec. 52.1.b)	Associated Components	1
Classification:	Goods		
Category:	Office Equipment Supplies and Consumables	Bid Supplements	3
Approved Budget for the Contract:	PHP 777,027.99		
	30 Day/s	Document Request List	15
Delivery Period: Client Agency:	50 Day/S		
chefit Agency.			20/06/2022
		Date Published	30/06/2023
Contact Person:	ATTY. PONCE MIGUEL D. LOPEZ Officer In Charge, Procurement Management Office	Last Updated / Time	14/07/2023 16:31 PM
	Pasig City Hall, Caruncho Avenue, Barangay San Nicolas, Pasig City		14/07/2025 10.51 FM
	Metro Manila Philippines 1600 63-2-86431111 Ext.1461	Closing Date / Time	18/07/2023 17:00 PM
	bidsandawards@pasigcity.gov.ph		
Description			
Items Quantity / Units			
1 Insecticide,			
- Aerosol type - Kerosene based			
- Quick kill contact and			
 Cautionary scent/Odo Multi-insect Killer 	r required		
- Net content per can: 6	500ml min		
	propellant to totally expel content 3	can	
2 Stamp Pad Ink, - Color: Violet			
- Volume (min.): 50ml			
- With applicator 10 bot 3 PAPER, MULTICOPY,	tles		
- Basis Weight: 80 gsm			
- Size: A4, 210 mm X 2			
- Sheet count (min.): 5 4 PAPER, MULTICOPY,	00 sheets per ream 1000 reams		
- 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 filmy 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

- 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
 - One (1) piece barrel (non-refillable)

- With non-slip rubber grip

- With metal clip

24 Jink 000 Black,	- Writing length: one (1) km (min.) 24 piece
- Type: original/genuine - Tix Color: Som 60 pcs 24 Ink 003 *140w, - Epson Refill Tink 003 - Epson Refill Tink 003 - Capacity: 65 ml 20 pcs 25 Ink 003 Vogenta, - Epson Refill Tink 003 - Capacity: 65 ml 20 pcs 26 Tink 003 Magenta, - Epson Refill Tink 003 - Type: original/genuine - Tayle: original/genuine	23 Ink 003 Black, - Epson Refill Ink 003
- Capacity: 65 ml 60 pcs 24 mk 003 velow, - Epson Refil Link 003 - Type: original/genuine - Ink Color: yellow - Comparity: 65 ml 20 pcs - Epson Refil Link 003 - Type: original/genuine - Ink Color: cyan - Capacity: 65 ml 20 pcs 26 link 003 Magenta, - Epson Refil Link 003 - Type: original/genuine - Capacity: 65 ml 20 pcs 27 Typewriter Ribbon, - Ad-rite machine ribbon, typewriter, black, nylon - For manual and electric; Ink: medium; Color: black - Capacity: 65 ml 20 pcs 27 Weight: OLOY Big; Length: 6 cm; Width: 6 cm; Height: 2 cm 4 pcs 28 Velum Board, - Color: Cream or Unline; 20 gen board; size: A4 (10 sheets per pack) 60 pack - Color: Cream or Unline; 20 gens board; size: A4 (10 sheets per pack) 60 pack - Color: Cream or Unline; 20 gens board; black; 12 pleces per box 30 box 28 Ballpen, - Ordinary; per tip: 0.7 mm; Color: black 160 pcs 3.7 Size: 70 mm; Color: black 160 pcs 3.7 Size: 70 mm; Color: black 160 pcs 3.7 Size: 70 mm; Color: black 160 pcs 3.7 Size: 73 mk 2.3 ml 100 pcs - Heavy duty; corrugate boxe; pattern: Plain; color: Brown - Size: 73 mk 2.3 ml 2.3 ml 100 pcs - Heavy duty; corrugate boxe; pattern: Plain; color: Brown - Size: 73 mk 2.3 ml 2.3 ml 100 pcs - Heavy duty; corrugate boxe; pattern: Plain; color: Brown - Size: 73 mk 2.3 ml 2.3 ml 100 pcs - Heavy duty; corrugate boxe; pattern: Plain; color: Brown - Size: 73 mk 2.3 ml 2.3 ml 100 pcs - Heavy duty; corrugate boxe; pattern: Plain; color: Brown - Size: 73 mk 2.3 ml 2.3 ml 100 pcs - Heavy duty; corrugate boxe; pattern: Plain; color: Brown - Size: 73 mk 2.3 ml 2.3 ml 100 pcs - Heavy duty; corrugate boxe; pattern: Plain; color: Brown - Size: 73 mk 2.3 ml 2.5 ml 2.5 ml 2.5 ml 2.	
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- Capacity: 65 m 20 pcs 27 Typewiter Nibbon, - Ad-rite machine ribbon, typewitter, 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 11 Fastener, Long Metal, - Size: 70 mm x 8.5"; 50 pieces per box 30 box 22 Balben, - Ordinary; pen tip: 0.7 mm; Color: black 160 pcs 33 Sades; pen tip: 0.7 mm; Color: black 160 pcs 33 Sades; pen tip: 0.7 mm; Color: white; size: 21" x 38" 100 pcs 34 Recyclable Box, - Heavy duty; conjugate 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 Tax Return - Accomplished and notarized Onnibus%a20Sworn%20Statement (Revised).docx) - Proor of Authorization: Secretary's Certificate if corporation, or Special Power Of Attorney, I findividual NOTE: FOR: ATTY. PONCE MIGUEL D. LOPEZ Officer In Charge, Procurement Management Office 4th Floor, Pasig City Hal, Caruncho Avenue, PRIOCE MIGUEL D. LOPEZ Officer In Charge, Procurement Management Office 4th Floor, Pasig City Hal, Caruncho Avenue, PRIOCE MIGUEL D. LOPEZ Officer In Charge, Procurement Management Office 4th Floor, Pasig City Hal, Caruncho Avenue, PRIOCE MIGUEL D. LOPEZ Officer In Charge, Procurement Management Office 4th Floor, Pasig City Hal, Caruncho Avenue, PRIOCE MIGUEL D. LOPEZ Officer In Charge, Procurement Management Office 4th Floor, Pasig City Hal, Caruncho Avenue, PROJECT TITLE :	
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Remarks	
	Remarks

New closing date, July 18, 2023 at 5:00 PM

Please be guided accordingly

Created by ATTY. PONCE MIGUEL D. LOPEZ

Date Created 29/06/2023

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.

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