



## REQUEST FOR QUOTATION

Date: 26 July 2023

RFQ No.: 100-23-01-1402

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 – City Planning and Development Office** with an Approved Budget for the Contract (ABC) of **Php 165,120.00**, 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	Marker, - Whiteboard, red, felt tip, bullet type		10	pcs.	15.00	150.00		
2	ERASER, - PLASTIC/RUBBER, for pencil draft/writing shape: rectangular approximate size: 1.5" x 0.8"		30	pcs	6.00	180.00		
3	dating and stamping machine, - self inking stamp, color : blue Approximate size : 75x38mm		3	pcs.	550.00	1,650.00		
4	Special paper, - Paper parchment, 100 sheets per pack, Approximate size : 210mmx297mm, 80gsm, fine translucent, suitable for inkjet/laser printing		10	packs	420.00	4,200.00		
5	notebook, - stenographer, Steno Notebook 60 leaves topbound with spiral wire Approximate size : 6" x 9"		9	notebooks	50.00	450.00		
6	Plastic Envelope, - plastic envelope long, waterproof, clear		360	pcs.	25.00	9,000.00		

	material: quality polypropylene tear, proof water resistant plastic Approximate size : can fit legal size document							
7	Clear book Long. - 20 transparent pockets, legal		30	pcs.	45.00	1,350.00		
8	Sticky Flag, - Marker fluorescent Sticky tabs 100 sheets per/set strips neon, arrow type Approximate size : 55 mm x 155mm Color : assorted colors		30	sets	45.00	1,350.00		
9	Index tab, - transparent self adhesive, Colors: Assorted (1 color/box) Five (5) sets per box 1set - consists of 2-piece 6" tab strips & two(2) complete alphabet inserts Approximate size : 1.2x1.5cm		40	bx.	100.00	4,000.00		
10	File tab divider legal. - Material: bristol board, Approximate size (min) Leaf : L : 330mm, W : 216mm, Tab - L : 68mm, W : 15mm Basis weight : 153 gsm (-5%) Thickness : 0.22mm (min), 5 colors (50 pcs. per set), white, blue, green, yellow, pink		3	set	50.00	150.00		
11	MAGAZINE FILE BOX, LARGE, - Outside dimension: W: 110mm (min) H: 265mm (min) L: 220mm (min), Material: - chipboard:3mm thick (min), leatherette paper for outside cover, coated paper for inside cover. Front of box: with finger and provision for label insert, back end open, color blue		5	pcs.	200.00	1,000.00		
12	Packaging Tape 48mm x100m roll tan		120	rolls	100.00	12,000.00		
13	Ring binder, - 10 pcs. per pack 32mm (plastic) For legal Size Document color : black/blue 150 sheets capacity		3	pack	330.00	990.00		
14	Certificate Holder, - Approximate size: '8.27x11.69" clear transparency, Backboard color: blue		100	pcs.	70.00	7,000.00		
15	Acetate sheet film PVC binder, - Approximate size : 216mmx330mm,		1	pack	600.00	600.00		



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
 (02) 8643-1111 \* (02) 8641-1111 loc 1461 \*  bidsandawards@pasigcity.gov.ph \*

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	For Legal Size document 50 sheets/pack							
16	BATTERY DRY CELL AA, 2's		15	pack	100.00	1,500.00		
17	BATTERY DRY CELL AAA, 2's		5	pack	100.00	500.00		
18	Computer Mouse Pad, - with built- in antibacterial microban protection rubberized anti- slip Approximate size : 9.84x7.87x0.12inches		20	pcs.	120.00	2,400.00		
19	Trash bin with cover, - Approximate volume: 25 liters with swing cover (plastic), Approximate size : L: 35cmxW: 28cm, H: 58cm Color : black Shape : square		15	pcs.	400.00	6,000.00		
20	Ring binder machine, - wire ring binder machine up to legal size paper, F4 size long legal binding form: plastic comb and clamp, Strap maximum: 15 sheets (80 gsm paper), per manual punch maximum binding capacity; 140 sheets (80 gsm paper), max binding: Width: below 330mm adjustment margins: 2.5, 4.5, 6.5mm, Number of holes: 24 holes- binder Hole distance: 14.3mm,		1	set	25,000.00	25,000.00		
21	Data File Box, - with close ends, Outside dimensions: -W: 125mm (min) -H: 230mm (min) - L: 400mm (min) Materials: chipboard:3mm thick (min) leatherette paper for outside cover, coated paper for inside cover, Front of the box with finger and provision for label insert, back end open, color blue		190	pcs.	200.00	38,000.00		
22	Data Folder, - dimension: W: 75mm (min), H: 230mm (min), L: 380mm (min), Material: chipboard : 2.5mm thick (min), leatherette paper and for polypropylene (PP), material made of linen design cover including spine portion , with lever arch file mechanism and tagila lock, spine is provided with finger ring and clear plastic pocket for labeling purposes,		15	pcs	170.00	2,550.00		

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	spine made of PVC gamuza/PP material or material of equivalent or superior quality, assorted colors (red, blue, green and maroon)							
23	NOTEPAD, 2" X 3", 100 sheet per pad, - sticky notes, color : pink, blue, yellow, green and violet		100	pads	50.00	5,000.00		
24	Notepad, - sticky note, '3x4' sheet per pad, colors : blue, yellow, green, violet, violet		30	pads	75.00	2,250.00		
25	Extension HDMI, - 10m HDMI to HDMI Connector		1	pcs	2,000.00	2,000.00		
26	white board, - Monthly wall calendar erasable, with grid design (for easy tabulation of activity) Approximate size : at east 40cm x 30cm Inclusion: white board eraser  - NOTE: See sample pic		3	pcs.	2,500.00	7,500.00		
27	ID clip, - card holder name badge clips fastener, Material: plastic clip PVC, translucent strap, Approximate size : clip, 2.6cmx1.4cm, strap: 5.5cm x1.1cm		300	pcs	20.00	6,000.00		
28	ID Case, - Horizontal Name Badge ID Card Holder 10 pcs/pack Approximate Size: atleast 12cm x 8cm with resealable top		40	pack	300.00	12,000.00		
29	scientific Calculator, - Solar and Battery Powered with more than 500 functions		2	units	1,800.00	3,600.00		
30	Manila Paper, - 36" x 48" 48 gsm		125	piece	22.00	2,750.00		
31	photo sticker paper, - Approximate size : 215x345mm, Width : 8.26' Height : 13.58' Matte (10 sheets per pack)		25	packs	160.00	4,000.00		

**Note:** Other terms and conditions are stipulated in the attached Terms of Reference, if any.

**Total**



**165,120.00**


**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:

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- **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:

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), 4<sup>th</sup> 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, 4<sup>th</sup> 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.

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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](mailto:bidsandawards@pasigcity.gov.ph)



ATTY. PONCE MIGUEL D. LOPEZ,  
Officer in Charge, Procurement Management Office

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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ITEM Description	SAMPLE PICTURE
<p><b>3. Dating and Stamping Machine</b></p> <p>Self inking Stamp Color : blue Approximate: 75 x 38mm</p>	
<p><b>7. Plastic envelope</b></p> <p>- Plastic envelope long, waterproof, material: quality polypropylene tear, proof water resistant plastic, Approximate size: can fit legal size document</p>	
<p><b>8. Sticky Flag</b> <b>Marker Fluorescent</b></p> <p>- 100 sheets per pack, strips neon, page marker, - Approximate size: 0.5"x1.7"/1.3x13inch, colors: blue, yellow, red, green, orange, violet and white</p>	
<p><b>9. Index tab</b></p> <p>- transparent self-adhesive -Five (5) sets per box - 1 set – consists of 2 –piece 6" tab strips &amp; two (2) complete alphabets - assorted colors (1 color/box)</p>	
<p><b>10. File tab divider legal</b></p> <p>- For legal size documents, Materials : Bristol board - Size (min)leaf: L : 330mm, W: 216mm, tab – L : 68mm, W : 15mm Basis weight: 153gsm (-5%), thickness: 0.22mm (min), 5 colors (50 pcs. per set), white, blue, green, yellow, pink</p>	
<p><b>11. Magazine file box, large</b></p> <p>- Outsidew dimension: - W: 110mm (min) - H: 265mm (min) - L: 220mm (min)</p> <p>Material: chipboard : 3mm thick (min), leatherette paper for outside cover coated paper for inside cover, Front of box : with finger and provision for label insert, back end open, color blue</p>	
<p><b>14. Certificate holder</b></p> <p>- Approximate size: 8.27inchx11.69inch, - Clear transparency Backboard color</p>	
<p><b>15. Acetate sheet film PVC binder</b></p> <p>- (0.2mm), legal size - (10 sheets per pack)</p>	
<p><b>18. Computer mouse pad</b></p> <p>- Unbranded with built-in antibacterial microban protection (9.48x7.87x0.12inches)</p>	

ITEM Description	SAMPLE PICTURE
<p><b>19 . Trash bin</b>  - 25 liters with swing cover,  plastic  L : 35cm x W : 28cm. H: 58cm</p>	
<p><b>20. Ring binder machine</b>  - Wire ring binder machine up to legal size paper, F4 size long,  - legal binding form; plastic comb and clamp, strap maximum : 15 sheets (80gsm paper), per manual punch maximum binding capacity; 140 sheets (80gsm paper), max binding: Width: below 330mm adjustment margins: 2.5, 4.5, 6.5mm, Number of holes : 24 holes-binder, Hole distance : 14.3mm</p>	
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<p><b>23. Note pad stick on</b>  - 2inch x 3inch 100 sheets per pad,  Sticky notes, assorted colors</p>	
<p><b>24 Note pad stick on</b>  - 3inch x 4inch 100 sheets per pad,  Sticky notes, assorted colors</p>	
<p><b>25. Extension HDMI</b>  - 10m HDMI to HDMI connector</p>	
<p><b>26. Whiteboard</b>  - two pc. Monthly wall calendar erasable,  - whiteboard with gridlines  Approximate Size: Atleast 40cm x 30cm</p>	



ITEM Description	SAMPLE PICTURE
<p><b>27. ID Clip</b>            Plastic ID card holder badge clips fastener,            - Material: plastic clip PVC translucent strap,            Approximate size: clip, 2.6cmx1.4cm, strap:            5.5cmx1.1cm</p>	
<p><b>28. ID Case</b>            - Horizontal name badge ID card holders,            - 10 pcs. per pack,            Approximate size: atleast 12 x 8cm (inside) resealable            top</p>	