



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9937262
Procuring Entity CITY OF PASIG
Title Supply and Delivery of Various Office Supplies and ICT Equipment - PCLEDIO
Area of Delivery Metro Manila

Solicitation Number: R1 100-23-01-1254	Status	Active
Trade Agreement: Implementing Rules and Regulations		
Procurement Mode: Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	1
Classification: Goods		
Category: Office Equipment Supplies and Consumables	Bid Supplements	2
Approved Budget for the Contract: PHP 310,972.00		
Delivery Period: 30 Day/s	Document Request List	8
Client Agency:		
Contact Person: 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	Date Published	13/07/2023
	Last Updated / Time	26/07/2023 11:25 AM
	Closing Date / Time	31/07/2023 09:00 AM

Description

Items Quantity / Units

- 1 Lever Arch File,
3" distance Horizontal, Long, Black 50 pcs
- 2 photo paper,
High Gloss, A4, 230gsm, 20's 10 pack
- 3 Epson l6170 Maintenance box and resetter,
C13T04D100 3 pcs
- 4 Manila Paper,
Olympic Folded (10sheets)
Size:93x122cm
Packing:10pcs per pack 30 packs
- 5 Brown Envelope,
Long 200 pcs
- 6 Folder Pressboard,
Expanded long 100 pcs
- 7 Plastic Envelope,
Long clear 180 pcs
- 8 Printer Ink,

Epson T03Y100 Black Bottle Ink 127 ml 25 bottles
9 Printer Ink,
Epson T03Y200 Cyan Bottle Ink 70 ml 20 bottles
10 Printer Ink,
Epson T03Y400 Yellow Bottle Ink 70 ml 20 bottles
11 Printer Ink,
Epson T03Y300 Magenta Bottle Ink 70 ml 20 bottles
12 BOTTLE INK,
FOR EPSON, T00V100 - BLACK - 65ml 70 bottle
13 BOTTLE INK,
FOR EPSON, T00V200 - CYAN- 65ml 50 bottle
14 BOTTLE INK,
FOR EPSON, T00V300 - MAGENTA- 65ml 50 bottle
15 BOTTLE INK,
FOR EPSON, T00V400 - YELLOW- 65ml 50 bottle
16 Epson t6641 black,
Black - 70 ml 15 bottle
17 Epson Ink T6642,
Cyan - 70 ml 14 bottle
18 Epson Ink T6643,
Magenta - 70ml 13 bottle
19 Epson Ink T6644,
Yellow - 70ml 14 pcs
20 Office Ring Binder Folder,
Legal, Black 5 pcs
21 ballpen,
black, 0.7mm 500 pcs
22 Correction tape,
Size: 5mmx10m approx. 50 pcs
23 Packaging Tape,
2inches x 70m, Clear brown 12 pcs
24 Paper fastener,
Plastic, 50's 12 box
25 Marker,
Highlighter 3pcs/pack 12 pack
26 Paper Clip,
Jumbo 50mm, 100 pcs/box 30 bxs
27 White Board Marker,
Blue, 2.5mm 25 pcs
28 White board marker,
Black, 2.5mm 25 pcs
29 White board marker,
Red, 2.5mm 25 pcs
30 DATER STAMP,
(Received)
Dimension: 5 x 6 x 8 cm approx. 3 pcs
31 Laminating Film A4,
125 microns
100sheets
210mm x 297mm 1 pack
32 Stapler #35,
with remover
Adjustable for permanent to
temporary clinch 10 pcs
33 Steno notebook,
60 sheets, 6" X 9", 55gsm 60 pcs
34 puncher,
(3 holes)
Hole distance:291mm
Hole size:7mm
All metal construction 3 pcs
35 puncher,
(2 holes)
Hole distance:70mm
All metal construction 3 pcs
36 Scissors,
size:17cm 20 pcs
37 Table Name Holder,
3" X 12", with hole for insert 5 pcs
38 BULLETIN BOARD,
Large Bulletin cork Board with silver aluminum frame
36x60 inches (5 x 3 ft), Wall type 1 pcs
39 Certificate holder,
Holds certificates / Diploma / Citation
Size:9.5 x 12.5 inches

Color: Blue 100 pcs
40 Tape dispenser,
Takes roll up to 25m x 19 mm
Size: 145 x 65 x 58 mm approx.
Color: Assorted colors 5 pc
41 Wireless Laser Pointer,
Capable of at least 30 meters of wireless range
Red or green-colored laser point
Supported by USB wireless interface
Must be operated by at most two (2) AAA batteries for power requirement
Must be supported by up to the latest versions of Windows OS
Warranty at least 1 year 3 unit
42 Headsets,
Must be a noise canceling microphone
Capable of at least 102 dB sensitivity
20 Hz - 20 Khz frequency response
Must have a 3.5mm jack for connectivity
Must be supported by up to the latest versions of Windows OS and Mac OS
Warranty at least 1 year 4 pcs
43 HDMI cord,
At least 3 meters long
Supports HDTVs, projectors and laptops for their respective video and audio outputs
Must be fully HDCP compliant to provide the highest level of signal quality 3 pcs
44 Webcam,
Capable of rendering full HD 1080P with options of lower resolutions
Capable of at least 75 wide degrees viewing angle
Capable of at least MPEG and JPEG output formats
Must have built-in mic
Supported by at least USB 2.0
Supported by up to the latest versions of Windows OS and Mac OS
Plug and play
Warranty of at least 1 year 3 unit
45 Acrylic brochure holder,
- 4" x 7.5", Menu stand vertical clear
Color: Clear 10 pcs
46 Colored Paper,
Assorted Colors, 80gsm, A4 size, 250's 30 ream
47 Board paper,
A4, 180 gsm, 10's 100 pack
48 board paper long,
180 gsm, 10's 70 pack
49 Plastic Envelope,
A4 Size, Clear 120 pcs
50 Office Ring Binder Folder,
(A4 Size, Isolated on white) 5 pcs
51 Plastic Folder w/ slide,
Blue, A4 size 100 piece
52 Pencil,
- # 2, with eraser
12 pcs/box 3 box
53 transparent tape 1" inch,
24mm x 100m
12 pcs/packs 12 packs
54 Led Light,
18 inches Ring Light with Stand
Bi-Color Diffuser
atleast 240 LED Beads
Inner Ring: 36.5 cm approx.
External Diameter: 48.5 cm approx.
Item size: 57.5 x 6.7 cm / 22.6 x 19.1 x 2.6 inches approx.
With Ring Light Bag 1 set/s
55 3 in 1 Printer,
3-in-1 Colored Ink Tank Printer
Print, Scan and Copy functions
Printing Method: Heat-free Inkjet Technology or equivalent
At least 180 Nozzles Black, 59 Nozzles per Color
with Variables-sized droplet technology or equivalent
Uses Dye Inks (Black, Magenta, Cyan and Yellow)
Printing Quality of at least 5,760 x 1,440 DPI
Printing Speed Standard of ISO/IEC 24734 or equivalent
10 pages/min Monochrome , 5 pages/min Colour

Printing Speed of at least 13 pages/min Colour,
at least 30 pages/min for black (A4) on fast draft function
with at least 1-year warranty 2 unit

56 Wired Microphone,
Microphone Unit: Dynamic
Polar Pattern: Unidirectional
Frequency Response: 40Hz- 15 kHz
Connector: 3 pin XLR-M type 3 pcs

57 Trash Bin Small,
Office Trash Bin
Color: Black
Size: 23.6 x 26.6 cm approx. 10 pcs

58 Garbage bag,
Medium 32" x 24", 25 pcs/roll 30 roll

59 Interfolded Paper Towel (Tissue),
2 ply
150 sheets 100 pcs

60 Trash Bag,
Black, Trash Bin Bag, 32x52 inches, 50pcs/ pack 20 pack

61 Floor Mop,
Floor Mop with Bucket
materials: PVC Stainless
mop Length: 12mm approx.
mop Head: 33cm x 12cm (360 degrees rotatable head,
soft fiber mop cloth)
Bucket: 40cm x 20cm x 20cm approx. 2 pcs

62 Door Mat,
18" x 30"
cotton 10 pcs.

63 Broom,
walis tambo
weight: 500 grams
handle: wood, machine furnished finish
diameter handle: 19 mm (min)
length handle: 545 mm (min)
dry weight of the tiger grass: 200 grams (min)
usable length: 270 mm
with upper stitch: 20 (min)
with lowe stitch: 30 (min) 5 pcs

64 Detergent Powder Soap, 50 g 100 pcs.

65 furniture polish spray,
Aerosol type
for all types fo surfaces such as furniture, cabinets,
countertops, vinyl and leather, etc.
Net content: 300ml per can
pleasant smell 10 bottle

66 Insect Spray,
Aerosol
Kerosene-based
quick kill contact and residual type
cautionary scent/odor required
multi-insect killer
600ml(min) 8 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%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 31, 2023 at 9:00 AM

Please be guided accordingly

Created by ATTY. PONCE MIGUEL D. LOPEZ
Date Created 12/07/2023

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