



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 9964876  
**Procuring Entity** CITY OF PASIG  
**Title** Supply and Delivery of Various office Supplies – Pasig City Library  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b> R2 100-23-01-225	<b>Status</b>	<b>Active</b>
<b>Trade Agreement:</b> Implementing Rules and Regulations		
<b>Procurement Mode:</b> Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Associated Components</b>	1
<b>Classification:</b> Goods		
<b>Category:</b> Office Equipment Supplies and Consumables	<b>Bid Supplements</b>	1
<b>Approved Budget for the Contract:</b> PHP 171,931.26		
<b>Delivery Period:</b> 30 Day/s	<b>Document Request List</b>	7
<b>Client Agency:</b>		
<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>Date Published</b>	21/07/2023
	<b>Last Updated / Time</b>	26/07/2023 11:44 AM
	<b>Closing Date / Time</b>	31/07/2023 09:00 AM

#### Description

Items Quantity / Units

- 1 Accession Record,  
- 8.5"x14"(200 pages)  
75gsm  
hardbound cover 6 pcs
- 2 Acetate, plastic cover,  
- #3 hard thick, 50m length 4 rolls
- 3 Acetate film sheet for lamination,  
- size A4  
100 sheets per pack  
80 microns 50 packs
- 4 Ballpen,  
- color black  
ball point  
0.5mm 272 pcs
- 5 Battery AA,  
- 4's 6 packs
- 6 Battery AAA,

- 4 's 6 packs  
7 BLADE CUTTER 1" 6 pcs  
8 Bond Paper,  
- A4 size 80gsm 500 sheets per ream 20 reams  
9 Bond Paper Long (Legal size),  
- 80gsm 500 sheets per ream 60 reams  
10 bookends,  
- Material: Steel  
color: blue  
size:42cm x 22cm x14cm(approximate) 10 pairs  
11 Calculator,  
- Solar powered 12digit calculator  
metal panel 6 pcs  
12 Clipboard,  
- Legal Size/plastic 12 pcs  
13 Correction Tape,  
- 8m length 79 pcs  
14 Crayons,  
- 24 color 33 boxes  
15 Brown Envelope,  
- size A4  
100 pcs per pack 2 packs  
16 Envelope Brown (Legal) 100's,  
- 100 pcs per pack 2 packs  
17 Envelope mailing,  
- white 100 pcs per pack  
size: Width 11cm Length 24cm 4 packs  
18 Fastener,  
- Plastic material paper fastener  
7cm 50 sets per box 12 boxes  
19 Long folder brown,  
- 100 pcs per pack 5 packs  
20 folder a4 brown color,  
- 100 pcs per pack 4 packs  
21 folder long expandable paper hard (dark blue color)  
100 pcs  
22 Glue All Purpose (200g w/ applicator),  
- 12pcs/box 12 box  
23 Illustration Board,  
- (1 whole) 4 pcs  
24 INDEX CARD, 3"x5",  
- 500 pcs per pack 6 packs  
25 sticker paper,  
- luminous sticker paper (blank Label sticker)  
color: blue  
size: A4  
5 sheets per pack 5 packs  
26 sticker paper,  
- luminous sticker paper (blank label sticker)  
color: yellow  
size: A4  
5 sheets per pack 5 packs  
27 sticker paper,  
- luminous sticker paper (blank label sticker)  
color: green  
size: A4  
5 sheets per pack 5 packs  
28 sticker paper,  
- luminous sticker paper (blank label sticker)  
color: red  
size: A4  
5 sheets per pack 5 packs  
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  
30 Marker fluorescent,  
- 3 colors/set 24 packs  
31 Marker Permanent,  
- Black 36 pcs  
32 White Pad Paper,  
- size: 8.5" X 13"  
90 sheets per pad 12 pads  
33 Paper Clip,

- size : jumbo  
100 pcs per box 12 boxes  
34 Yellow Pad Paper,  
- size: 216mm X 330mm  
55 gsm 80 sheets per pad 12 pads  
35 Paper Clip,  
- size: small  
100 pcs per box 12 boxes  
36 Paper puncher,  
- 02 holes  
material: Steel  
size 7cm hole to hole 2 pcs  
37 glue all purpose (916ml/1quart),  
- glue all-purpose with applicator 24 jars  
38 Pencil sharpener,  
- heavy duty hand crank  
material: metal 2 pcs  
39 quality stamp pad felt#2,  
- color purple  
3.5" X 5.5" 2 pcs  
40 Pencil #1,  
- 12 pcs perbox 12 boxes  
41 Ribbon,  
- for manual typewriter (olympia model)  
black nylon ink- medium 6 rolls  
42 Record Book 300 pages, size 214mm x 278mm min. 12 pcs  
43 Rubber Band,  
- Big ring size  
350 gms per box 6 boxes  
44 24" Ruler Transparent,  
- material : clear plastic 6 pcs  
45 Sign pen black 0.5,  
- non refillable 12 pcs  
46 Stapler heavy duty,  
- standard size 5 pcs  
47 Scissors heavy duty medium size,  
- size: 25cm 6 pcs  
48 staple wire #. 26-6,  
- 5000 staple wires per box 12 boxes  
49 Stam-pad Ink,  
- color purple 4 pcs  
50 Sticker label for card catalog,  
- printable  
size: 25cm x 35cm 120 packs  
51 Masking Tape,  
- 1"  
(24mm)  
20 yards 12 rolls  
52 Tape Dispenser,  
- Table top, heavy duty  
size: 12mm/18mm/24mm (approximate)  
color : Blue 3 pcs  
53 Tape, type:  
- packaging  
size: 2"  
60mm/30m  
color white 1 roll  
54 tape transparent 1",  
- 100 meters per roll 100 rolls  
55 Epson 003 Black,  
- 65ml per bottle 40 btls  
56 Epson 003 Cyan,  
- 65 ml per bottle 12 btls  
57 Epson 003 Yellow,  
- 65 ml per bottle 12 btls  
58 Epson 003 Magenta,  
- 65 ml per bottle 12 btls  
59 Whiteboard marker (black) 36 pcs  
60 ADHESIVE TAPE,  
- transparent 24mm (1") width  
50meters length 12 rolls  
61 specialty paper short white(200gsm) (100sheets) 8 packs

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** 20/07/2023

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