



## REQUEST FOR QUOTATION

Date: 22 August 2023

RFQ No.: R2 100-23-07-1609

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 and Materials – Procurement Management Office** with an Approved Budget for the Contract (ABC) of **Php 473,808.00**, 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 grouped into several lots, which shall be awarded as separate contracts per lot. 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* <small>(PLEASE DO NOT LEAVE BLANK)</small>	QTY	UOM	Approved Budget		Price Offer	
					Unit Cost	Total Cost	Unit cost	Total Cost
	<b>LOT 1</b>							
1	<b>Electronic Typewriter,</b> - Portable electronic typewriter - 13 inches (+/- 1 inch) carriage - Typing width: 9 inches (+/- 1 inch) - At least 11 characters per second printing speed - 100 characters typewheel - 10-12-15 pitch selector - 3 levels impression control - 45 keys keyboard - Correction memory one line (at least 96 characters) - 16K text capacity - 20 characters display - Dimensions (HxWxD) 117x412x375 mm (+/- 10 mm) - Weight: max 6 kg - Brand new - With 1 year warranty		1	lot	43,846.00	43,846.00		

	Bundled with 1 extra typewriter ribbon and 1 correcting lift off tape							
	<b>LOT 2</b>							
2	<b>Office Table,</b> - Pedestal 3-Drawer Cabinet and table in one - 2.5 cm thickness of laminated hardwood - Steel frame, which is powder Coated preventing it from rusting - Gauge 20 thickness of the steel frame - Table comes with a pedestal 3-Drawer Cabinet, central lock, powder coated - Pedestal color: beige or gray - Dimension of table: W 60 cm x L 120 cm x H 74 cm (+/- 2 cm) - Pedestal 3-drawer: W 40 cm x L 56 cm x H 71 cm (+/- 2 cm); gauge 20 thickness	16	pcs	9,300.00	148,800.00			
3	<b>Office Chair,</b> - 360 degrees swivel function - Seat Upholstery: Combination of mesh and fabric - Back Rest Material: Mesh - With headrest - Adjustable Seat Height - Adjustable Armrest - Star Base with wheel - Dimension (please illustration) - Color: Black/blue/gray - Weight Capacity: 100 kg	21	pcs	4,070.00	85,470.00			
4	<b>Steel Storage Rack,</b> - Frame: made of steel; shelves: may be made of steel or wood - 5 layer - adjustable shelves - Ready and easy to assemble - Heavy duty - Measurements: L: between 91-120 cm W: between 40-46 cm H: between 180-184 cm - Load capacity: can carry up to 150 kg	4	unit	4,839.00	19,356.00			
	<b>LOT 3</b>							
5	<b>Colored Printer,</b> - Capable to print, scan, copy and fax with Automatic Document Feeder - Printing Method: Inkjet or equivalent energy-saving technology - Ink Technology: Dye Ink (variable-sized droplet technology, at least four colors: Black, Cyan, Magenta, Yellow) - Nozzle Configuration: at least 160 nozzles for black, minimum of 50 nozzles per color - Printing Resolution maximum of 5760 x 1440 dpi - Compliant with ISO/IEC or equivalent international standards when it comes to printing and copying needs - Maximum copying size: 8.5" x 14" (legal-sized paper) - Scanning speed of at least 200 dpi	8	lot	17,000.00	136,000.00			

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	<ul style="list-style-type: none"> <li>- Optical resolution minimum of 1200 x 2400 dpi</li> <li>- Maximum scan are: size A4</li> <li>- Capable of various output scan formats</li> <li>- Has page memory of at least 80 pages</li> <li>- Fax speed at least 3 seconds per page</li> <li>- Fax resolution of at least 200 x 200 dpi</li> <li>- Capable of various Fax features and functionalities</li> <li>- Automatic Document Feeder can accommodate and support at least 70-90 gsm thickness of paper</li> <li>- Capable of handling various paper sizes</li> <li>- Capabalbe of various connection interfaces for printer sharing including USB and Wifi</li> <li>- Supports various cloud printing functionalities</li> <li>- Supported by manufacturer's application/s that can optimize the printer functionalities</li> <li>- With at least 1 year warranty</li> </ul>						
6	<p><b>Wifi Router,</b></p> <ul style="list-style-type: none"> <li>- With processor of at least 1.5 GHz</li> <li>- With memory capacities of at least 256 MB flash and at least 512 MB RAM</li> <li>- At least supports the following network standards:</li> <li>IEEE 802.11a: up to 54 Mbps</li> <li>IEEE 802.11b: up to 11 Mbps</li> <li>IEEE 802.11g: up to 54 Mbps</li> <li>Wifi 4 (801.11n): up to 300 Mbps</li> <li>Wifi 5 (801.11ac): up to 1733 Mbps or 1024 QAM</li> <li>Wifi 6 (801.11ax): up t 574 Mbps for 2.4 GHz; up to 2402 Mbps for 5 GHz</li> <li>IPv4</li> <li>IPv6</li> <li>- Should have redundant antenna provisions for 2.4 GHz and 5 GHz operating frequencies</li> <li>- At least capable of following boost speeds: beamforming, orthogonal frequency division multiple access</li> <li>- 1024 QAM, 20/40/80/60 MHz bandwidth</li> <li>- With at least USB 3.1 and RJ45 Ports</li> <li>- With LED indicators to identify functionalities in connectivity and power</li> <li>- Supported with applications from manufacturer to optimize router performance</li> <li>- With at least 1 year warranty</li> </ul>	2	unit	10,000.00	20,000.00		
7	<p><b>HDMI Cable,</b></p> <ul style="list-style-type: none"> <li>- HDMI 2.0 (both male ports)</li> <li>- HDCP Compliant</li> <li>- At least 5 meters long</li> <li>- Capable of transmitting up to 4K resolution</li> <li>- Can be connected to any HDMI 2.0 devices</li> </ul>	3	pcs	850.00	2,550.00		
8	<p><b>HDMI Splitter,</b></p> <ul style="list-style-type: none"> <li>- HDMI 2.0 Standard 1 input and 2 outputs (female ports)</li> <li>- Must have a dedicated power adapter</li> <li>- Supports video output</li> </ul>	1	unit	5,800.00	5,800.00		

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	- Capable of supporting digital resolutions from 720p to 4k at 60 Hz - Supports wide screen projection - Maximum data transfer rate of at least 18 Gbps - Has LED indicators to check if ports are functioning - Capable of transmitting input signal to at least 5 meters cable length - With at least 1 year warranty						
9	<b>Micro SD Memory Card,</b> - Has Read speed up to 200 MB/s and up to 90 MB/s Write speed - Featured specifications include Class 10, UHS Speed Class 3 (U3), A1, Video 30 (V30), 4K UHD and Full HD - Must be compatible with CCTV/action camera, phones, tablets		5	pcs	1,231.00	6,155.00	
10	<b>Wireless Microphone,</b> - 2 microphones/dual microphone - With receiver (plug type: 6.35 mm) - 2 pcs. slip ring - 1 pc. 3.5 mm connector - Battery included for microphone and receiver - Plug and play - Compatible with any Bluetooth Speakers - Transmission distance: can be up to 20-50 meters - Warranty: at least 6 months		2	set	1,656.00	3,312.00	
11	<b>Wireless Presenter with Laser,</b> - Built-in slideshow buttons - At least 50-foot effective range with 2.4 GHz wireless technology - Red or Green laser pointer with LED indicator - Plug-and-play, no software required - Storable receiver and carrying case - Battery-power indicator - On/Off switch or button		1	pcs	2,519.00	2,519.00	
<b>Note:</b> Other terms and conditions are stipulated in the attached Terms of Reference, if any.					<b>Total</b>	<b>473,808.00</b>	
<b>DELIVERY TERM:</b> Within <b>Thirty (30)</b> calendar days upon the receipt of Notice to Proceed but not to exceed 31 December 2023.							

*\*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.
- **PhilGEPs Registration Number**

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- **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*].

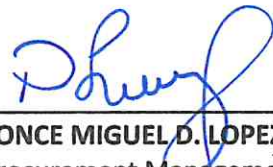
If the Supplier is not the Manufacturer, a certification from the Manufacturer that the supplier is an authorized distributor/dealer of the products/items.

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.

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

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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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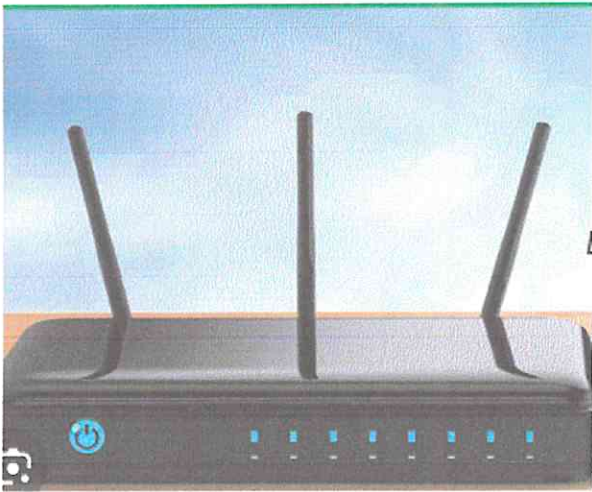
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**Colored Printer**



**Wifi Router with redundant antenna provisions**

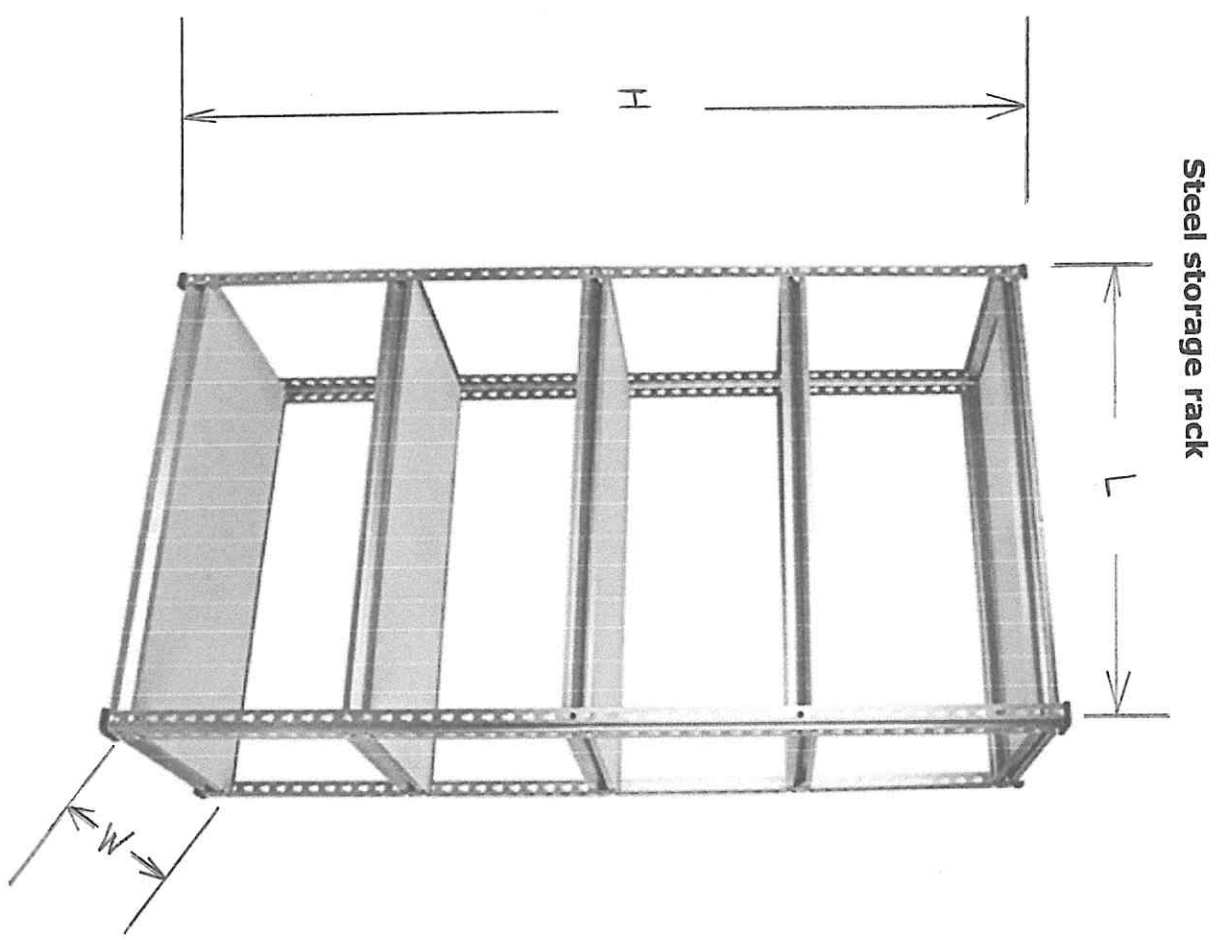
**Electric  
Typewriter**



**HDMI CABLE, both male port**

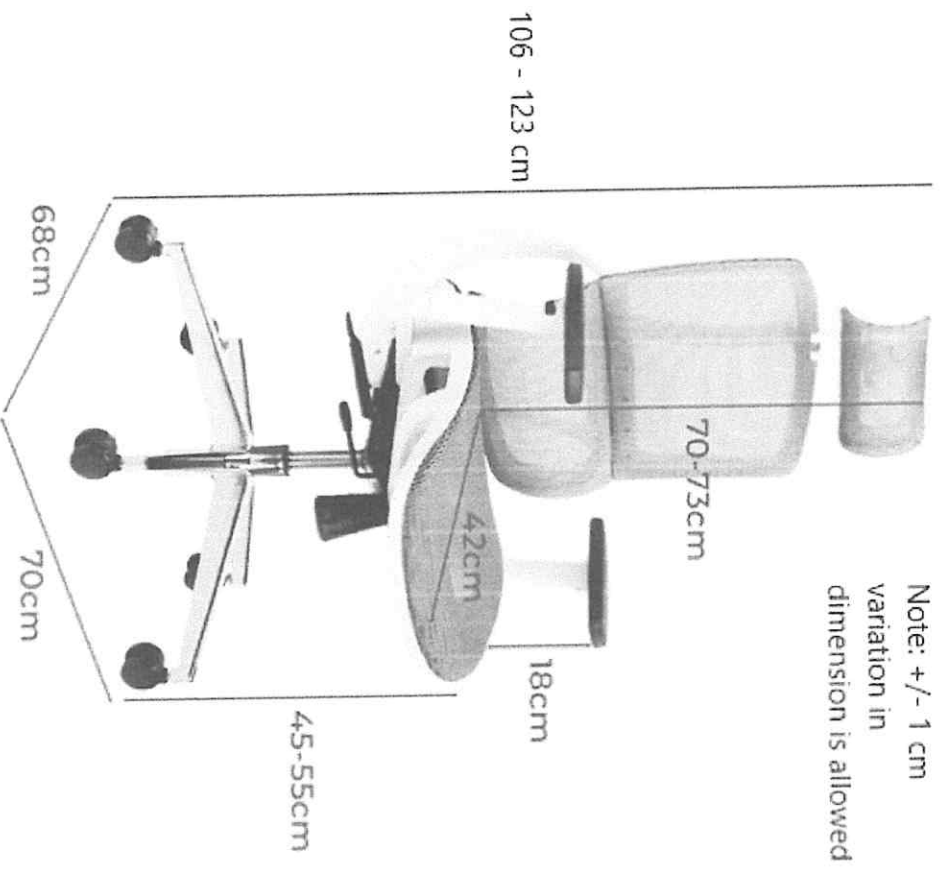


1609



Steel storage rack

## Office Chair



**Office Table**

