



REQUEST FOR QUOTATION

Date: 30 August 2023

RFQ No.: 100-23-06-1946

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 Supplies for the Conduct of the Solutions Plus Project – City Transport Development and Management Office** with an Approved Budget for the Contract (ABC) of **Php 72,665.00**, 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 <small>(PLEASE DO NOT LEAVE BLANK)</small>	QTY	UOM	Approved Budget		Price Offer	
					Unit Cost	Total Cost	Unit cost	Total Cost
1	Permanent Marker, (Black)		24	pcs	39.00	936.00		
2	Whiteboard Marker (Blue)		24	pcs	37.00	888.00		
3	Whiteboard Marker (Red)		24	pcs	37.00	888.00		
4	Manila Paper 36x48in 2 sheets/set		25	set/s	17.00	425.00		
5	Sticky Notes 25x75mm NEon 80s 3 colors/Pad		10	pad/s	79.00	790.00		
6	Double Sided Tape 9mmx10m		20	pcs	37.00	740.00		
7	Double Sided Tape 24mmx9m		20	pcs	303.00	6,060.00		
8	Transparent Tape 24mmx40m Clear		20	pcs	37.00	740.00		
9	Tape Dispenser, Large, HD		3	pc/s	264.00	792.00		
10	Ballpoint Pen (Black) 50pcs/box, 0.5mm - 0.7mm Point Tip		3	box/es	762.00	2,286.00		
11	Ballpoint Pen (Red) 50pcs/box, 0.5mm - 0.7mm Point Tip		1	box/es	762.00	762.00		
12	Pencil, #2, w/ eraser, 12pcs/box		5	box/es	242.00	1,210.00		
13	Scissor 5in pointed HD		3	pcs	121.00	363.00		
14	Stamp Pad #1, Black		3	pcs	173.00	519.00		

15	Stamp Pad Ink (Black) 50ml		2	bottle/s	116.00	232.00		
16	Dater Stamp RECEIVED wheel dater roller		2	pcs	182.00	364.00		
17	Paper Clip 50mm 100pcs/box		10	box/es	77.00	770.00		
18	Correction Pen, 8ml, 2pcs/box		6	box/es	220.00	1,320.00		
19	Staple Gun Tacker 3in1 HD, with 600/2400pcs Gun Tacker Staple Wire Refill Material: Aluminum alloy shell aluminum handle Surface Treatment: Chrome plating Easy to reload cartridge, simply slide out the back door Staple gun can be used with diff sizes from 4mm to 8mm		2	pcs	352.00	704.00		
20	Fastener (Plastic) 50pcs/box assorted color, 8cm two-hole Paper Fastener		5	box/es	176.00	880.00		
21	Puncher 2holes HD (Punch up to 16sheets)		3	pcs	468.00	1,404.00		
22	Epson L3110 Ink-003 Black		8	bottle	385.00	3,080.00		
23	Epson L3110 Ink-003 Magenta		5	bottle	385.00	1,925.00		
24	Epson L3110 Ink-003 Cyan		5	bottle	385.00	1,925.00		
25	Epson L3110 Ink-003 Yellow		5	bottle	385.00	1,925.00		
26	Ribbon Bow for Cutting Ceremony, Acqua Blue, ready made Ceremonial Ribbon, Ribbon Bow 12", 20mm Width, 3yards Length		1	pcs	726.00	726.00		
27	Plain Ribbon 20mm Width White		10	yard/s	182.00	1,820.00		
28	Plain Ribbon 20mm Width Acqua Blue		10	yard/s	182.00	1,820.00		
29	Paper Foldback Clip 25mm 12pcs/box		5	box/es	44.00	220.00		
30	Paper Foldback Clip 32mm 12pcs/box		5	box/es	56.00	280.00		
31	Paper Foldback Clip 41mm 12pcs/box		5	box/es	85.00	425.000		
32	ID Lace, Lanyard - 36 Inches length/long, 3/4 of an inch wide. (Blue)		100	piece	22.00	2,200.00		
33	ID Holder, Badge Holder cards protector, 4x3 inches horizontal ID card name tag holder clear soft vinyl plastic sleeve with waterproof type resealable zip		100	piece	39.00	3,900.00		
34	Parchment Paper 8 1/2" x 11", 10 sheets/pack, 85gsm, color: Cream		5	pack/s	40.00	200.00		
35	Photo Paper A4 210x297mm, 10sheet/pack, Premium Matte, 240gsm		1	pack/s	287.00	287.00		
36	Sticker Paper A4 105gsm 100pcs/pack Matte		1	pack/s	695.00	695.00		
37	Sticker Paper A4 105gsm 100pcs/pack Glossy		1	pack/s	695.00	695.00		
38	Brown Short Folder, White Tab, 100pcs/pack, (pre-punched)		1	pack/s	744.00	744.00		
39	Brown Long Folder, White Tab, 100pcs/pack, (pre-punched)		1	pack/s	804.00	804.00		
40	White Short Folder, 100pcs/ream		1	ream	600.00	600.00		

Caruncho Avenue, Brgy. San Nicolas, Pasig City, Philippines 1600

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

 pasigcity.gov.ph

Page 2 of 4 | RFQ No. 100-23-06-1946 | RLD

41	White Long Folder, 100pcs/ream		1	ream	720.00	720.00		
42	Brown Short Envelope, 100pcs/pack		1	pack/s	198.00	198.00		
43	Plastic Clear Short Envelope, 25pcs/pack		1	pack/s	602.00	602.00		
44	Plastic Clear Long Envelope, 25pcs/pack		1	pack/s	692.00	692.00		
45	Small Notebook, composition notebook, color: Brown, 14x21cm 38 sheets approximate		100	pcs	41.00	4,100.00		
46	Desk Tray, 3 Layers Black, 29.5cm x 35cm x 25.8cm approximate		3	pcs	275.00	825.00		
47	Magnetic White Board, Aluminum Frame, with Stand 3/4feet, 36 x 60 inches		2	pcs	3,515.00	7,030.00		
48	Multi-Frame Cork Board, with Aluminum Frame 3x4 feet		2	pcs	2,399.00	4,798.00		
49	Tarp Stand, Roll-Up Banner Stand 2.78 ft x 6.56 ft		2	pcs	2,784.00	5,568.00		
50	HDMI Cable, 3.28ft, HDMI to HDMI cable		2	pcs	394.00	788.00		
Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.			Total		72,665.00			
DELIVERY TERM: Within Seven (7) 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**
- **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:

Caruncho Avenue, Brgy. San Nicolas, Pasig City, Philippines 1600

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

 pasigcity.gov.ph

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), 4th 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, 4th 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

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)

Caruncho Avenue, Brgy. San Nicolas, Pasig City, Philippines 1600

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