



## REQUEST FOR QUOTATION

Date: 31 August 2023

RFQ No.: R2 100-23-07-1680

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 Offices Supplies – Procurement Management Office** with an Approved Budget for the Contract (ABC) of **Php 927,478.19**, 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	<b>Insecticide,</b> - Aerosol type - Kerosene based - Quick kill contact and residual type - Cautionary scent/odor required - multi-insect killer - Net content per can: 600 ml min.		3	can	348.33	1,044.99		
2	<b>Stamp Pad Ink,</b> - Color: Violet - Volume (min.): 50 ml/bottle		10	bottle	131.2	1,312.00		
3	<b>PAPER, MULTICOPY,</b> - Basis Weight: 80 gsm - Size: Legal, 216 mm x 330 mm - Sheet count (min.): 500 sheets per ream		500	reams	265.00	132,500.00		
4	<b>PAPER, MULTICOPY,</b> - Basis Weight: 80 gsm - Size: A4, 210 mm x 297 mm - Sheet count (min.): 500 sheets per ream		385	reams	250.00	96,250.00		
5	<b>Paper multi-purpose 70gsm size 216mm x 330mm, legal,</b> - Basis Weight: 70 gsm - Sheet count (min.): 500 sheets per ream		1500	reams	235.00	352,500.00		




6	<b>Paper multi-purpose 70gsm size 210mm x 207mm A4,</b> - Basis Weight: 70 gsm - Sheet count (min.): 500 sheets per ream	1000	reams	220.00	220,000.00		
7	<b>Tissues,</b> - Interfolded Paper Towel - Basis Weight: 34 gsm - Total number of sheets per pack: 150 pulls - Number of ply: one (1) ply	75	pack	59.00	4,425.00		
8	<b>CLIP,</b> - Backfold - All metal - Color: Black - Clamping length: 32 mm (-1 mm) - Clamping depth (min.): 14 mm - 12 pieces per box	30	box	40.00	1,200.00		
9	<b>Fastener,</b> - For paper - Able to hold 25 mm thick of multipurpose paper (70 gsm) - Size: 2 cm x 8 cm x 14 cm - 50 sets per box	60	boxes	97.6	5,856.00		
10	<b>Expanded Folder,</b> - Pressboard, long - Size: 369 x 242 mm (-5 mm) - Thickness (min.): 0.40 mm - Basis Weight (min.): 312 gsm - Color: green - Accordion-pleat gusset: book cloth/paper cloth - Expansion (-3 mm): 39 mm	5	box	1,200.00	6,000.00		
11	<b>Marker,</b> - For whiteboard - Color: blue - Tip: felt tip, bullet type	4	set	46.00	184.00		
12	<b>PAPER CLIP,</b> - Vinyl/plastic coated - Wire diameter (min.): 1.0 mm - Length of clip (min.): 50 mm - Assorted colors - 100 pieces per box	50	box	39.2	1,960.00		
13	<b>Rubber band,</b> - Net weight (min.): 350 grams - Width (min.): 1.00 mm - Thickness (min.): 1.0 mm - Lay flat length (+10%): 70 mm - Tensile length (min.): 9.81 Mpa - Elongation (min.): 500%	15	boxes	248.6	3,729.00		
14	<b>Stamp Pad,</b> - Felt - Made of metal, plastic or combination of plastic and metal - Thickness of metal: 0.20 mm (min.) - Plastic material/component shall be resistant to impact and ink	4	piece	78.4	313.6		

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



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	<ul style="list-style-type: none"> <li>- Stamp bed to be used is felt or its equivalent</li> <li>- Thickness of felt: 5 mm (min.)</li> <li>- Stamp bed size: 60 mm x 100 mm (min.)</li> </ul>							
15	<b>Cutter Knife,</b> <ul style="list-style-type: none"> <li>- General purpose snap off blade cutter/utility knife</li> <li>- With anti-slip grip plastic molded body</li> <li>- Blade measurements, length: 100 mm (+/- 2 mm), width: 16 mm (+/- 2 mm), thickness: at least 0.40 mm</li> <li>- With built-in blade snapper</li> <li>- With steel blade track</li> <li>- With safety screw locking mechanism</li> </ul>		10	piece	73.6	736		
16	<b>dating and stamping machine,</b> <ul style="list-style-type: none"> <li>- Frame: steel and plastic or sturdy all-plastic frame</li> <li>- Four band date and 12-year band, date format: DD-Month-YYYY, month should be in words</li> <li>- Self-inking stamp pad, acceptable color: black or violet</li> <li>- With locking mechanism</li> <li>- With removable and refillable ink pad, single color</li> <li>- Size of imprint (min.): 30 mm x 45 mm</li> </ul>		1	piece	607.2	607.2		
17	<b>Paper puncher,</b> <ul style="list-style-type: none"> <li>- Metal type</li> <li>- Punching capacity: 30 sheets of 70 gsm multipurpose paper</li> <li>- With two-hole guide, with 70 mm between holes</li> <li>- Diameter of hole: 7 mm (approximate)</li> </ul>		6	piece	232.8	1,396.80		
18	<b>Stapler, Standard Type,</b> <ul style="list-style-type: none"> <li>- Load capacity (min.): 200 staples min</li> <li>- Staple pusher shall be a metal piece and not spring</li> </ul>		12	pcs	173.2	2,078.40		
19	<b>Tape Dispenser,</b> <ul style="list-style-type: none"> <li>- Heavy duty</li> <li>- Net weight (min.): 1.2 kg</li> <li>- Body made of rigid plastic, smooth finish: weighted</li> <li>- Non-skid full rubber base</li> <li>- Serrated cutting blade thickness: 0.40 mm (+/- 0.03 mm)</li> <li>- Holds rolls up to 24 mm wide on 75 mm core</li> <li>- Easy one-handed operation</li> <li>- Assorted color</li> </ul>		3	pcs	155.6	466.8		
20	<b>Digital Voice Recorder,</b> <ul style="list-style-type: none"> <li>- Built-in memory: 4 GB (expandable)</li> <li>- Channel: stereo</li> <li>- Recording and playback format: MP3, WMA etc.</li> <li>- Earphone jack</li> </ul>		1	unit	8,000.00	8,000.00		

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	<ul style="list-style-type: none"> <li>- Built-in microphone</li> <li>- USB connectivity</li> <li>- Functionality: voice-operated recording to equivalent, noise cut filter, low cut filter, digital pitch control, USB charge</li> <li>- Rechargeable Lithium-Ion Battery, embedded</li> <li>- Accessories: Instruction manual, carrying pouch, hand strap</li> <li>- Warranty: one (1) year on parts and services</li> </ul>							
21	<b>Rubber Eraser,</b> <ul style="list-style-type: none"> <li>- Material: rubber</li> <li>- Shape: rectangular</li> <li>- Color: white</li> <li>- Use: for erasing</li> </ul>		20	pieces	19.6	392.00		
22	<b>Sign Pen,</b> <ul style="list-style-type: none"> <li>- Ink Color: Blue</li> <li>- Type: gel ink</li> <li>- Tip: 0.5 mm, needle type</li> <li>- With non-slip, rubber grip</li> <li>- With metal clip</li> <li>- One (1) piece barrel (non-refillable)</li> </ul>		24	pieces	65.00	1,560.00		
23	<b>EPSON INK #003 (BLACK),</b> <ul style="list-style-type: none"> <li>- Type: original/genuine</li> <li>- Ink color: black</li> <li>- Capacity: 65 ml/bottle</li> </ul>		60	bottle	324.00	19,440.00		
24	<b>EPSON INK #003 (YELLOW),</b> <ul style="list-style-type: none"> <li>- Type: original/genuine</li> <li>- Ink color: yellow</li> <li>- Capacity: 65 ml/bottle</li> </ul>		20	bottle	358.00	7,160.00		
25	<b>EPSON INK #003 (CYAN),</b> <ul style="list-style-type: none"> <li>- Type: original/genuine</li> <li>- Ink color: cyan</li> <li>- Capacity: 65 ml/bottle</li> </ul>		20	bottle	358.00	7,160.00		
26	<b>EPSON INK #003 (MAGENTA),</b> <ul style="list-style-type: none"> <li>- Type: original/genuine</li> <li>- Ink color: magenta</li> <li>- Capacity: 65 ml/bottle</li> </ul>		20	bottle	358.00	7,160.00		
27	<b>Typewriter Ribbon,</b> <ul style="list-style-type: none"> <li>- Nylon typewriter machine ribbon</li> <li>- For manual and electric</li> <li>- Ink: medium</li> <li>- Color: black</li> <li>- Weight: 0.019 kg</li> <li>- Length: 6 cm</li> <li>- Width: 6 cm</li> <li>- Height: 2 cm</li> </ul>		4	piece	40.00	160.00		
28	<b>Vellum Board,</b> <ul style="list-style-type: none"> <li>- Color: Cream or White</li> <li>- 10 sheets per pack</li> <li>- A4 size</li> <li>- 200 GSM</li> </ul>		60	pack	107.2	6,432.00		
29	<b>Retractable Gel Pen (Black),</b> <ul style="list-style-type: none"> <li>- Pen tip: 0.5 mm</li> <li>- 12 pieces per box</li> </ul>		60	box	250.00	15,000.00		

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30	<b>Note Fillers,</b> - 16 leaves per filler - Size: 6" x 8.5" - 5 fillers per pack		80	pack	96.00	7,680.00		
31	<b>Fastener, Long Metal,</b> - For paper - Size: 2 cm x 8 cm x 20 cm - 50 sets per box		30	boxes	185.2	5,556.00		
32	<b>Empty Sacks,</b> - Pattern: plain - Color: Assorted - Capacity: 50 kg - Size: 21" x 38"		100	pcs	20.00	2,000.00		
33	<b>Recyclable Box,</b> - Carton type - Corrugated boxes - Pattern: plain - Color: brown - Size: W 23" x D 23" x H 23"		100	pcs	50.00	5,000.00		
34	<b>Ballpen,</b> - Ordinary - Pen tip: 0.7 mm - Color: black		160	pcs	9.74	1,558.40		
35	<b>Highlighter,</b> - Fluorescent - 3 assorted colors per set - Barrel: flat - Tip: chisel point		5	sets	132.00	660.00		
<b>Note:</b> Other terms and conditions are stipulated in the attached Terms of Reference, if any.			<b>Total</b>		<b>927,478.19</b>			
<b>DELIVERY TERM:</b> Please refer to the Terms of Reference.								

*\*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.

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- 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*].

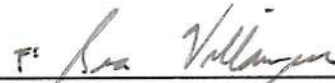
If the Supplier is not the Manufacturer, a certification from the Manufacturer that the supplier is an authorized distributor/dealer of the products/items.

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


**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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**TERMS OF REFERENCE**

- A. PROJECT TITLE**  
Supply and Delivery of Various Office Supplies
- B. PR NO.**  
100-23-07-1680
- C. LOCATION**  
PMO Office, Pasig City Hall, Caruncho Ave. San Nicolas Pasig
- D. PROPONENT AND IMPLEMENTING AGENCY**  
City Government of Pasig- Procurement Management Office
- E. APPROVED BUDGET OF THE CONTRACT**  
NINE HUNDRED TWENTY SEVEN THOUSAND FOUR HUNDRED SEVENTY EIGHT AND 19/100 PESOS  
(Php 927,478.19) inclusive of all applicable taxes.
- F. DELIVERY SITE**  
PMO Office, 4<sup>TH</sup> floor Pasig City Hall, Caruncho Ave. San Nicolas Pasig
- G. DELIVERY TERM:**  
For All items, the engagement is for the period of (15) Calendar Days upon issuance of the Notice to Proceed **except for the items listed below;**

ITEMS	1 <sup>ST</sup> DELIVERY	2 <sup>ND</sup> DELIVERY	FINAL DELIVERY
PAPER MULTICOPY 80 gsm size: Legal 700 reams	50% Equivalent to 350 reams Within 15days upon release of NTP	30% equivalent to 210 reams Within 15 CD after Completion of 1 <sup>st</sup> delivery	20% equivalent to 140 reams within 15 CD after completion of 2nd delivery
PAPER MULTICOPY 80 gsm size: A4 300 reams	50% Equivalent to 150 reams Within 15days upon release of NTP	30% equivalent to 90 reams Within 15 CD after completion of 1 <sup>st</sup> delivery	20% equivalent to 60 reams, Within 15 CD after completion of 2nd delivery
PAPER MULTICOPY 70 gsm size: Legal 1300 reams	50% Equivalent to 650 reams Within 15days upon release of NTP	30% equivalent to 390 reams Within 15 CD after completion of 1 <sup>st</sup> delivery	20% equivalent to 260 reams, Within 15 CD after completion of 2nd delivery
PAPER MULTICOPY 70 gsm size: A4 550 reams	50% Equivalent to 275 reams Within 15days upon release of NTP	30% equivalent to 165 reams Within 15 CD after completion of 1 <sup>st</sup> delivery	20% equivalent to 110 reams, Within 15 CD after completion of 2nd delivery

*Pls see attached photos for items, 24, 25, 26, 27*

Prepared by:

  
**MYRA M. JAVIER**  
Administrative Officer II -PMO