

**BID BULLETIN NO. 01**

RFQ No.: 100-23-07-1680

Project Name: SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES

**ABC: 927,478.19**

**To all prospective bidders:**

Please be guided accordingly.

<b>Item</b>	<b>Previous Specification/ Clarification/Request to Consider</b>	<b>Amendment/Response to Clarification</b>
TERMS OF REFERENCE	F. Delivery Site PMO Office, 4 <sup>th</sup> floor Pasig City Hall, Caruncho Ave. San Nicolas Pasig.  G. Delivery Term (As Uploaded)	F. Delivery Site <b>Central Supply Office</b>  G. Delivery Term <b>(Please see Revised Terms of Reference)</b>

Bidders who have already submitted proposals are hereby informed that they are allowed to modify or withdraw their bids, if necessary, before the deadline for submission of proposal.

  
**ATTY. JOSEPHINE C. LATI-BAGAOISAN**  
Chairperson



**REVISED 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
<b>PAPER, MULTICOPY,</b> - Basis Weight: 80 gsm - Size: Legal, 216 mm x 330mm - Sheet count (min.): 500 sheets per ream 500 reams	<b>250 reams</b> Within 15days upon release of NTP	<b>130 reams</b> Within 15 CD after Completion of 1 <sup>st</sup> delivery	<b>120 reams</b> within 15 CD after completion of 2nd delivery
<b>PAPER, MULTICOPY,</b> - Basis Weight: 80 gsm - Size: A4, 210 mm x 297 mm - Sheet count (min.): 500 sheets per ream 385 reams	<b>200 reams</b> Within 15days upon release of NTP	<b>95 reams</b> Within 15 CD after completion of 1 <sup>st</sup> delivery	<b>90 reams</b> , Within 15 CD after completion of 2nd delivery
<b>Paper multi-purpose 70gsm</b> <b>size 216mm x 330mm, legal,</b> - Basis Weight: 70 gsm - Sheet count (min.): 500 sheets per ream 1500 reams	<b>750 reams</b> Within 15days upon release of NTP	<b>385 reams</b> Within 15 CD after completion of 1 <sup>st</sup> delivery	<b>365 reams</b> , Within 15 CD after completion of 2nd delivery
<b>Paper multi-purpose 70gsm</b> <b>size 210mm x 207mm A4,</b> - Basis Weight: 70 gsm - Sheet count (min.): 500 sheets per ream 1000 reams	<b>500 reams</b> Within 15days upon release of NTP	<b>300 reams</b> Within 15 CD after completion 1 <sup>st</sup> delivery	<b>200 reams</b> , 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



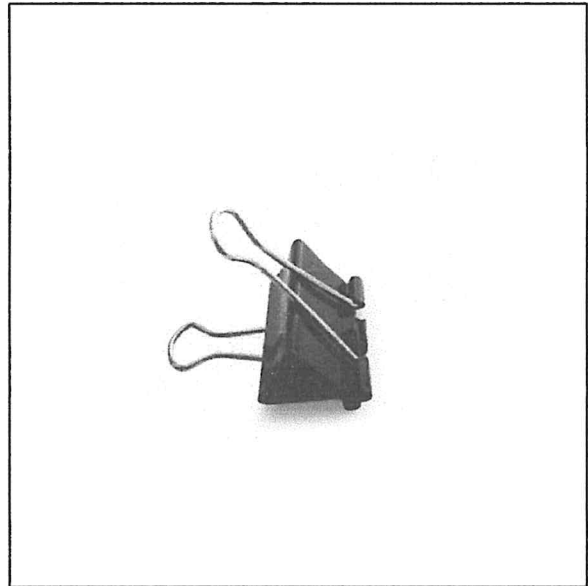
PANAHON NG PASIGUENO  
GQY

**CLIP**

Color: Black

Clamping Length: 32mm (-1 mm)

Clamping depth (min.): 14 mm



**DATING AND STAMPING MACHINE**

Frame: steel and plastic or sturdy all-plastic frame

Four band date and 12-year band,

*f* month should be in words



**TYPEWRITER RIBBON**

Nylon typewriter machine ribbon

For manual and electric

Ink: medium

Color: black

Weight: 0.019 kg

Length: 6 cm

Width: 6 cm

Height: 2 cm



**RETRACTABLE GEL PEN (BLACK)**

Pen tip: 0.5 mm

