



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 10098658  
**Procuring Entity** CITY OF PASIG  
**Title** Supply and Delivery of Various Office Supplies for COMELEC District 1 and 2 – City Mayor’s Office  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b> 100-23-06-1463	<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 930,097.50		
<b>Delivery Period:</b> 15 Day/s	<b>Document Request List</b>	4
<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>	05/09/2023
	<b>Last Updated / Time</b>	08/09/2023 16:40 PM
	<b>Closing Date / Time</b>	13/09/2023 09:00 AM

#### Description

Items Quantity / Units

- 1 Bond Paper Long (Legal size),  
- Minimum Specifications:  
\* 8.5"x 13"  
\* 80gsm 150 reams
- 2 Bond Paper A4,  
- Minimum Specifications:  
\* 8.25" x 11.75"  
\* 80gsm 120 reams
- 3 Bond Paper Short,  
- Minimum Specifications:  
\* 216mm x 279mm  
\* 80gsm 110 reams
- 4 Continuous Form,  
- Minimum Specifications:  
\* 3 ply  
\* 11" x 9.5, 500s 45 packs

- 5 Folder White,
  - Minimum Specifications:
  - \* Long, with tab,100s 14 pack
- 6 Plastic Envelope long with Handle,
  - Minimum Specifications:
  - \* Long Plastic Envelope
  - \* w/ handle 1500 pcs
- 7 Ballpen,
  - Minimum Specifications:
  - \* Black, 25s
  - \* 0.7 tip 34 boxes
- 8 Ballpen,
  - Minimum Specifications:
  - \* Blue, 25s
  - \* 0.7 tip 34 boxes
- 9 Sign Pen,
  - Minimum Specifications:
  - \* Blue, liquid/gel ink
  - \* 0.5mm tip 58 pcs
- 10 Stamp Pad,
  - Minimum Specifications:
  - \* felt
  - \* BED DIMENSION: 60mm x 100mm min.
  - \* COLOR: Black/Purple 15 pcs
- 11 Correction tape,
  - Minimum Specifications:
  - \* Film base type, Length of tape: 6m min. 40 pcs
- 12 Fastener (Stainless),
  - Minimum Specifications:
  - \* Stainless Steel
  - \* CAPACITY: 2"
  - \* 50s 60 boxes
- 13 Staple Wire,
  - Minimum Specifications:
  - \* No.35
  - \* At least 5,000 staples per box 60 bxs
- 14 Rubber band,
  - Minimum Specifications:
  - \* 70mm min. lay flat length (#18),
  - \* 350grms 35 boxes
- 15 Record Book,
  - Minimum Specifications:
  - \* 300 pages, 214 mm x 278 mm min. 35 pcs
- 16 Glue,
  - Minimum Specifications:
  - \* 225 grams min.
  - \* Multi-purpose
  - \* COLOR: White 25 pcs
- 17 Packaging tape,
  - Minimum Specifications:
  - \* 2 inches, 200m min.
  - \* COLOR: Brown 30 pcs
- 18 Packaging Tape,
  - Minimum Specifications:
  - \* Transparent
  - \* 2 inches, 200m min. 30 pcs
- 19 Isoprophyl Alcohol,
  - Minimum Specifications:
  - \* 70% Solution
  - \* 500mL 1300 pcs
- 20 Specialty paper,
  - Minimum Specifications:
  - \* SIZE: A4
  - \* Fine, Linen, Cream color
  - \* 120gsm, 10s 50 packs
- 21 Stapler,
  - Minimum Specifications:
  - \* Load Cap: 200 staples minimum, with built-in remover
  - \* COLOR: Black/Blue
  - \* Heavy Duty 6 pcs
- 22 Puncher,
  - Minimum Specifications:
  - \* 2 Holes
  - \* 9cm x 7cm
  - \* COLOR: Black/Blue

- \* Heavy Duty 6 pcs
- 23 Calculator,
- Minimum Specifications:
- \* 12 Digit Wide Screen Display
- \* Solar powered
- \* Heavy Duty 6 pcs
- 24 Colored Paper,
- Minimum Specifications:
- \* COLOR: Green
- \* SIZE: A4 or 210mm x 297mm
- \* 120gsm
- \* 10's per pack 10 packs
- 25 Colored Paper,
- Minimum Specifications:
- \* COLOR: Orange
- \* SIZE: A4 or 210mm x 297mm
- \* 120gsm
- \* 10's per pack 10 packs
- 26 Colored Paper,
- Minimum Specifications:
- \* COLOR: Lavander/Purple
- \* SIZE: A4 or 210mm x 297mm
- \* 120gsm
- \* 10's per pack 10 packs
- 27 Colored Paper - Pink,
- Minimum Specifications:
- \* COLOR: Pink
- \* SIZE: A4 or 210mm x 297mm
- \* 120gsm
- \* 10's per pack 10 packs
- 28 Colored Paper - Blue,
- Minimum Specifications:
- \* COLOR: Blue
- \* SIZE: A4 or 210mm x 297mm
- \* 120gsm
- \* 10's per pack 10 packs
- 29 Coated Paper Clips,
- Minimum Specifications:
- \* Atleast 50mm
- \* Vinyl Coated
- \* Assorted Colors
- \* 100pcs. per box 20 box
- 30 Expandable Envelope, Legal,
- Minimum Specifications:
- \* Assorted color
- \* SIZE: 382mm x 240mm
- \* w/ elastic band 100 pcs
- 31 Manila Envelope,
- Minimum Specifications:
- \* Long (Legal Size) - 10"x15" 200 pcs
- 32 Highlighter,
- Minimum Specifications:
- \* Writing Length: 100m approx.
- \* Assorted Colors 30 pc
- 33 White board marker,
- Minimum Specifications:
- \* Color: Black
- \* Fine Tip
- \* Writing Length: 120m approx. 60 box
- 34 EPSON 003 Ink Bottle 65ml (Black),
- Minimum Specifications:
- \* COLOR: Black
- \* 65ml
- \* at least 3years before expiry 20 bottle
- 35 EPSON 003 Ink Bottle 65ml (Cyan),
- Minimum Specifications:
- \* COLOR: Cyan
- \* 65ml
- \* at least 3years before expiry 20 bottle
- 36 EPSON 003 Ink Bottle 65ml (Yellow),
- Minimum Specifications:
- \* COLOR: Yellow
- \* 65ml
- \* At least 3years before expiry 20 bottle
- 37 EPSON 003 Ink Bottle 65ml (Magenta), Minimum Specifications:

- \* COLOR: Magenta
- \* 65ml
- \* At least 3years before expiry 20 bottle
- 38 BOTTLE INK,
  - Minimum Specifications:
  - \* EPSON L220 Ink Bottle
  - \* COLOR: Black, 6641
  - \* At least 60ml.
  - \* At least 3years before expiry 20 bottle
- 39 BOTTLE INK,
  - Minimum Specifications:
  - \* EPSON L220 Ink Bottle
  - \* COLOR: Cyan, 6642
  - \* At least 60ml
  - \* At least 3years before expiry 20 bottle
- 40 BOTTLE INK,
  - Minimum Specifications:
  - \* EPSON L220 Ink Bottle
  - \* COLOR: Magenta, 6643
  - \* At least 60ml
  - \* At least 3years before expiry 20 bottle
- 41 BOTTLE INK,
  - Minimum Specifications:
  - \* EPSON L220 Ink Bottle
  - \* COLOR: Yellow, 6644
  - \* At least 60ml
  - \* At least 3years before expiry 20 bottle
- 42 Id holder with lace,
  - Minimum Specifications:
  - \* For ID Holder: A6" 105 x 148mm
  - \* For ID Lace: 1 inch, Lanyard Plain, Black 4350 pcs
- 43 EcoTank L15150 - Epson 008 C,
  - Minimum Specifications:
  - \* EPSON L15150 Ink Bottle
  - \* COLOR: Cyan, 008
  - \* At least 60ml
  - \* At least 3years before expiry 20 bottle
- 44 EcoTank L15150 - Epson 008 BK,
  - Minimum Specifications:
  - \* EPSON L15150 Ink Bottle
  - \* COLOR: Black, 008
  - \* At least 60ml
  - \* At least 3years before expiry 20 bottle
- 45 EcoTank L15150 - Epson 008 M,
  - Minimum Specifications:
  - \* EPSON L15150 Ink Bottle
  - \* COLOR: Magenta, 008
  - \* At least 60ml
  - \* At least 3years before expiry 20 pcs
- 46 EcoTank L15150 - Epson 008 Y,
  - Minimum Specifications:
  - \* EPSON L15150 Ink Bottle
  - \* COLOR: Yellow, 008
  - \* At least 60ml
  - \* At least 3years before expiry 20 bottle
- 47 Epson LQ2190 Ink,
  - Minimum Specifications:
  - \* Ink Bottle
  - \* COLOR: Black
  - \* At least 60ml
  - \* At least 3years before expiry 20 pcs
- 48 EPSON LQ2190 INK (Cyan),
  - Minimum Specifications:
  - \* Ink Bottle
  - \* COLOR: Cyan
  - \* At least 60ml
  - \* At least 3 years before expiry 20 pcs
- 49 EPSON LQ2190 INK (Magenta),
  - Minimum Specifications:
  - \* Ink Bottle
  - \* COLOR: Magenta
  - \* At least 60ml
  - \* At least 3years before expiry 20 pcs
- 50 EPSON LQ2190 INK (Yellow),
  - Minimum Specifications:

- \* Ink Bottle
- \* COLOR: Yellow
- \* At least 60ml
- \* At least 3years before expiry 20 pcs

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, September 13, 2023 at 9:00 AM

Please be guided accordingly

**Created by** ATTY. PONCE MIGUEL D. LOPEZ

**Date Created** 04/09/2023

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