



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 10081759  
**Procuring Entity** CITY OF PASIG  
**Title** Supply and Delivery of Various Supplies for the Conduct of the Solutions Plus Project – City Transport Development and Management Office  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b> 100-23-06-1946	<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>	3
<b>Approved Budget for the Contract:</b> PHP 72,665.00		
<b>Delivery Period:</b> 7 Day/s	<b>Document Request List</b>	1
<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>	30/08/2023
	<b>Last Updated / Time</b>	13/09/2023 11:45 AM
	<b>Closing Date / Time</b>	18/09/2023 09:00 AM

#### Description

Items Quantity / Units

- 1 Permanent Marker, (Black) 24 pcs
- 2 Whiteboard Marker (Blue) 24 pcs
- 3 Whiteboard Marker (Red) 24 pcs
- 4 Manila Paper 36x48in 2 sheets/set 25 set/s
- 5 Sticky Notes 25x75mm NEon 80s 3 colors/Pad 10 pad/s
- 6 Double Sided Tape 9mmx10m 20 pcs
- 7 Double Sided Tape 24mmx9m 20 pcs
- 8 Transparent Tape 24mmx40m Clear 20 pcs
- 9 Tape Dispenser, Large, HD 3 pc/s
- 10 Ballpoint Pen (Black) 50pcs/box, 0.5mm - 0.7mm Point Tip  
3 box/es
- 11 Ballpoint Pen (Red) 50pcs/box, 0.5mm - 0.7mm Point Tip  
1 box/es
- 12 Pencil, #2, w/ eraser, 12pcs/box 5 box/es
- 13 Scissor 5in pointed HD 3 pcs

14 Stamp Pad #1, Black 3 pcs  
15 Stamp Pad Ink (Black) 50ml 2 bottle/s  
16 Dater Stamp RECEIVED wheel dater roller 2 pcs  
17 Paper Clip 50mm 100pcs/box 10 box/es  
18 Correction Pen, 8ml, 2pcs/box 6 box/es  
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  
20 Fastener (Plastic) 50pcs/box assorted color,  
8cm two-hole Paper Fastener 5 box/es  
21 Puncher 2holes HD (Punch up to 16sheets) 3 pcs  
22 Epson L3110 Ink-003 Black 8 bottle  
23 Epson L3110 Ink-003 Magenta 5 bottle  
24 Epson L3110 Ink-003 Cyan 5 bottle  
25 Epson L3110 Ink-003 Yellow 5 bottle  
26 Ribbon Bow for Cutting Ceremony, Aqua Blue,  
ready made Ceremonial Ribbon,  
Ribbon Bow 12", 20mm Width, 3yards Length 1 pcs  
27 Plain Ribbon 20mm Width White 10 yard/s  
28 Plain Ribbon 20mm Width Aqua Blue 10 yard/s  
29 Paper Foldback Clip 25mm 12pcs/box 5 box/es  
30 Paper Foldback Clip 32mm 12pcs/box 5 box/es  
31 Paper Foldback Clip 41mm 12pcs/box 5 box/es  
32 ID Lace, Lanyard - 36 Inches length/long,  
3/4 of an inch wide. (Blue) 100 piece  
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  
34 Parchment Paper 8 1/2" x 11", 10 sheets/pack,  
85gsm, color: Cream 5 pack/s  
35 Photo Paper A4 210x297mm, 10sheet/pack,  
Premium Matte, 240gsm 1 pack/s  
36 Sticker Paper A4 105gsm 100pcs/pack Matte 1 pack/s  
37 Sticker Paper A4 105gsm 100pcs/pack Glossy 1 pack/s  
38 Brown Short Folder, White Tab, 100pcs/pack,  
(pre-punched) 1 pack/s  
39 Brown Long Folder, White Tab, 100pcs/pack,  
(pre-punched) 1 pack/s  
40 White Short Folder, 100pcs/ream 1 ream  
41 White Long Folder, 100pcs/ream 1 ream  
42 Brown Short Envelope, 100pcs/pack 1 pack/s  
43 Plastic Clear Short Envelope, 25pcs/pack 1 pack/s  
44 Plastic Clear Long Envelope, 25pcs/pack 1 pack/s  
45 Small Notebook, composition notebook,  
color: Brown, 14x21cm 38 sheets approximate 100 pcs  
46 Desk Tray, 3 Layers Black,  
29.5cm x 35cm x 25.8cm approximate 3 pcs  
47 Magnetic White Board, Aluminum Frame,  
with Stand 3/4feet, 36 x 60 inches 2 pcs  
48 Multi-Frame Cork Board,  
with Aluminum Frame 3x4 feet 2 pcs  
49 Tarp Stand, Roll-Up Banner Stand 2.78 ft x 6.56 ft 2 pcs  
50 HDMI Cable, 3.28ft, HDMI to HDMI cable 2 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%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 18, 2023 at 9:00 AM

Please be guided accordingly

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

**Date Created** 29/08/2023

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