



REQUEST FOR QUOTATION

Date: 14 September 2023

RFQ No.: 100-23-07-1767

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 Office Supplies for the Conduct of BNEO and POPS Plan Workshop Seminar – City Mayor’s Office** with an Approved Budget for the Contract (ABC) of **Php 442,149.50**, 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	Bond Paper A4, - 80 GSM		20	reams	385.00	7,700.00		
2	Specialty Paper A4, - 220 GSM Vellum Wite		600	pcs	5.50	3,300.00		
3	acrylic photo frame, - Acrylic Photo Frame A4, Clear		15	pcs	385.00	5,775.00		
4	Id holder with lace, - Big size, one hole, blue 19cm (L) x 1CM (W) x 7cm (H)		405	pcs	49.5	20,047.50		
5	Ballpen, - BLACK, Ball Point		500	pcs	16.50	8,250.00		
6	filler notebook, - Assorted Color, 20 leaves, 6" x 8.5"		450	pcs	16.50	7,425.00		
7	Document Bag with PCPOC logo, - customized, see terms of reference sample picture - 2 zipper closure pockets - Size 28 x 34 x 4 cm - spacious and enough to fit A4 documents and laptop - canvas		70	pcs	429.00	30,030.00		
8	sticker paper, - A4, matte, 80 GSM		500	pcs	7.50	3,750.00		

9	FLASH DRIVE, - 3.0 16GB		405	pcs	330.00	133,650.00		
10	EPSON INK #003 - (BLACK), L3110		6	pcs	418.00	2,508.00		
11	Epson Ink 003, - L3110, Yellow		6	pcs	418.00	2,508.00		
12	Epson Ink 003- - L3110 Magenta		6	pcs	418.00	2,508.00		
13	Epson Ink 003, - L3110, Cyan		6	pcs	418.00	2,508.00		
14	acrylic name tag holder, - 12 in x 3 in horizontal		30	pcs	275.00	8,250.00		
15	Certificate Holder, - A4, (blue), Double-sided		330	pcs	110.00	36,300.00		
16	Expanding Plastic Envelope with Handle, Clear, Blue, Legal Size		370	pcs	104.50	38,665.00		
17	Local Government code book, - Booklet, 1991 RA 7160		335	pcs	385.00	128,975.00		

Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.

Total

442,149.50

DELIVERY TERM: Within **Fifteen (15)** 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.*

Id holder with lace



Length – 19cm
Width-1cm
Height-7cm



Documents Bag with PCPOC logo

- 2 zipper closure pockets
- Made of Canvas fabric- based high-quality materials durable touch and waterproof.
- Size 28 x 34 x 4cm; spacious and enough to fit A4 documents, ipad, Laptop Magazine.
- silk screen print for the logo

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



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Certificate Holder – Double Sided



Plastic Envelope Expanding - Long




Local Government Code Book



acrylic certificate photo frame

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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:

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.

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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)

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