



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 10129190  
**Procuring Entity** CITY OF PASIG  
**Title** Supply and Delivery of Various Office Supplies for the Conduct of BNEO and POPS Plan Workshop Seminar – City Mayor’s Office  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b> 100-23-07-1767	<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 442,149.50		
<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>	14/09/2023
	<b>Last Updated / Time</b>	18/09/2023 11:32 AM
	<b>Closing Date / Time</b>	20/09/2023 09:00 AM

#### Description

Items Quantity / Units

- 1 Bond Paper A4,  
- 80 GSM 20 reams
- 2 Specialty Paper A4,  
- 220 GSM Vellum Wite 600 pcs
- 3 acrylic photo frame,  
- Acrylic Photo Frame A4, Clear 15 pcs
- 4 Id holder with lace,  
- Big size, one hole, blue  
19cm (L) x 1CM (W) x 7cm (H) 405 pcs
- 5 Ballpen,  
- BLACK, Ball Point 500 pcs
- 6 filler notebook,  
- Assorted Color, 20 leaves, 6" x 8.5" 450 pcs
- 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
- 8 sticker paper,
- A4, matte, 80 GSM 500 pcs
- 9 FLASH DRIVE,
- 3.0 16GB 405 pcs
- 10 EPSON INK #003
- (BLACK), L3110 6 pcs
- 11 Epson Ink 003,
- L3110, Yellow 6 pcs
- 12 Epson Ink 003-,
- L3110 Magenta 6 pcs
- 13 Epson Ink 003,
- L3110, Cyan 6 pcs
- 14 acrylic name tag holder,
- 12 in x 3 in horizontal 30 pcs
- 15 Certificate Holder,
- A4, (blue), Double-sided 330 pcs
- 16 Expanding Plastic Envelope with Handle,
- Clear, Blue, Legal Size 370 pcs
- 17 Local Government code book,
- Booklet, 1991 RA 7160 335 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 20, 2023 at 9:00 AM  
  
Please be guided accordingly

**Created by**                    ATTY. PONCE MIGUEL D. LOPEZ  
**Date Created**                13/09/2023

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.

