



REQUEST FOR QUOTATION

Date: 19 September 2023

RFQ No.: 100-23-06-1463

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 COMELEC District 1 and 2 – City Mayor's Office** with an Approved Budget for the Contract (ABC) of **Php 930,097.50**, 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 Long (Legal size), Minimum Specifications: * 8.5"x 13" * at least 80gsm | | 150 | reams | 300.00 | 45,000.00 | | |
| 2 | - Bond Paper A4, Minimum Specifications: * 8.25" x 11.75" * at least 80gsm | | 120 | reams | 300.00 | 36,000.00 | | |
| 3 | - Bond Paper Short, Minimum Specifications: * 216mm x 279mm * at least 80gsm | | 110 | reams | 300.00 | 33,000.00 | | |
| 4 | - Continuous Form, Minimum Specifications: * 3 ply * 11" x 9.5, 500s | | 45 | packs | 800.00 | 36,000.00 | | |
| 5 | - Folder White, Minimum Specifications: * Long, with tab,100s | | 14 | pack | 800.00 | 11,200.00 | | |
| 6 | - Plastic Envelope long with Handle, Minimum Specifications: * Long Plastic Envelope * w/ handle | | 1500 | pcs | 100.00 | 150,000.00 | | |

| | | | | | | | | |
|----|---|--|------|-------|--------|------------|--|--|
| 7 | - Ballpen, Minimum Specifications: * Black, 25s * 0.7 tip | | 34 | boxes | 170.00 | 5,780.00 | | |
| 8 | - Ballpen, Minimum Specifications: * Blue, 25s * 0.7 tip | | 34 | boxes | 170.00 | 5,780.00 | | |
| 9 | - Sign Pen, Minimum Specifications: * Blue, liquid/gel ink * 0.5mm tip | | 58 | pcs | 55.00 | 3,190.00 | | |
| 10 | - Stamp Pad, Minimum Specifications: * felt * BED DIMENSION: 60mm x 100mm min. * COLOR: Black/Purple | | 15 | pcs | 65.00 | 975 | | |
| 11 | - Correction tape, Minimum Specifications: * Film base type, Length of tape: 6m min. | | 40 | pcs | 40.00 | 1,600.00 | | |
| 12 | - Fastener (Stainless), Minimum Specifications: * Stainless Steel * CAPACITY: 2" * 50s | | 60 | boxes | 100.00 | 6,000.00 | | |
| 13 | - Staple Wire, Minimum Specifications: * No.35 * At least 5,000 staples per box | | 60 | bxs | 75.00 | 4,500.00 | | |
| 14 | - Rubber band, Minimum Specifications: * 70mm min. lay flat length (#18), * 350grms | | 35 | boxes | 250.00 | 8,750.00 | | |
| 15 | - Record Book, Minimum Specifications: * 300 pages, 214 mm x 278 mm min. | | 35 | pcs | 80.00 | 2,800.00 | | |
| 16 | - Glue, Minimum Specifications: * 225 grams min. * Multi-purpose * COLOR: White | | 25 | pcs | 100.00 | 2,500.00 | | |
| 17 | - Packaging tape, Minimum Specifications: * 2 inches, 200m min. * COLOR: Brown | | 30 | pcs | 65.00 | 1,950.00 | | |
| 18 | - Packaging Tape, Minimum Specifications: * Transparent * 2 inches, 200m min. | | 30 | pcs | 65.00 | 1,950.00 | | |
| 19 | - Isoprophyl Alcohol, Minimum Specifications: * 70% Solution * 500mL | | 1300 | pcs | 80.00 | 104,000.00 | | |
| 20 | - Specialty paper, Minimum Specifications: * SIZE: A4 * Fine, Linen, Cream color * 120gsm, 10s | | 50 | packs | 50.00 | 2,500.00 | | |
| 21 | - Stapler, Minimum Specifications: * Load Cap: 200 staples minimum, with built-in remover | | 6 | pcs | 250.00 | 1,500.00 | | |

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|----|--|--|-----|-------|--------|----------|--|--|
| | * COLOR: Black/Blue * Heavy Duty | | | | | | | |
| 22 | - Puncher, Minimum Specifications: * 2 Holes * 9cm x 7cm * COLOR: Black/Blue * Heavy Duty | | 6 | pcs | 200.00 | 1,200.00 | | |
| 23 | - Calculator, Minimum Specifications: * 12 Digit Wide Screen Display * Solar powered * Heavy Duty | | 6 | pcs | 500.00 | 3,000.00 | | |
| 24 | - Colored Paper, Minimum Specifications: * COLOR: Green * SIZE: A4 or 210mm x 297mm * 120gsm * 10's per pack | | 10 | packs | 75.00 | 750 | | |
| 25 | - Colored Paper, Minimum Specifications: * COLOR: Orange * SIZE: A4 or 210mm x 297mm * 120gsm * 10's per pack | | 10 | packs | 75.00 | 750 | | |
| 26 | - Colored Paper, Minimum Specifications: * COLOR: Lavander/Purple * SIZE: A4 or 210mm x 297mm * 120gsm * 10's per pack | | 10 | packs | 75.00 | 750 | | |
| 27 | - Colored Paper - Pink, Minimum Specifications: * COLOR: Pink * SIZE: A4 or 210mm x 297mm * 120gsm * 10's per pack | | 10 | packs | 75.00 | 750 | | |
| 28 | - Colored Paper - Blue, Minimum Specifications: * COLOR: Blue * SIZE: A4 or 210mm x 297mm * 120gsm * 10's per pack | | 10 | packs | 75.00 | 750 | | |
| 29 | - Coated Paper Clips, Minimum Specifications: * Atleast 50mm * Vinyl Coated * Assorted Colors * 100pcs. per box | | 20 | box | 65.00 | 1,300.00 | | |
| 30 | - Expandable Envelope, Legal, Minimum Specifications: * Assorted color * SIZE: 382mm x 240mm * w/ elastic band | | 100 | pcs | 40.00 | 4,000.00 | | |
| 31 | - Manila Envelope, Minimum Specifications: * Long (Legal Size) - 10"x15" | | 200 | pcs | 5.5 | 1,100.00 | | |
| 32 | - Highlighter, Minimum Specifications: * Writing Length: 100m approx. * Assorted Colors | | 30 | pcs | 30.75 | 922.5 | | |

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|----|--|--|------|--------|--------|------------|--|--|
| 33 | - White board marker, Minimum Specifications: * Color: Black * Fine Tip * Writing Length: 120m approx. | | 60 | pcs | 60.00 | 3,600.00 | | |
| 34 | - EPSON 003 Ink Bottle 65ml (Black), Minimum Specifications: * COLOR: Black * At least 65ml * at least 3years before expiry | | 20 | bottle | 350.00 | 7,000.00 | | |
| 35 | - EPSON 003 Ink Bottle 65ml (Cyan), Minimum Specifications: * COLOR: Cyan * At least 65ml * at least 3years before expiry | | 20 | bottle | 350.00 | 7,000.00 | | |
| 36 | - EPSON 003 Ink Bottle 65ml (Yellow), Minimum Specifications: * COLOR: Yellow * At least 65ml * At least 3years before expiry | | 20 | bottle | 350.00 | 7,000.00 | | |
| 37 | - EPSON 003 Ink Bottle 65ml (Magenta), Minimum Specifications: * COLOR: Magenta * At least 65ml * At least 3years before expiry | | 20 | bottle | 350.00 | 7,000.00 | | |
| 38 | - BOTTLE INK, Minimum Specifications: * EPSON L220 Ink Bottle * COLOR: Black, 6641 * At least 60ml. * At least 3years before expiry | | 20 | bottle | 450.00 | 9,000.00 | | |
| 39 | - BOTTLE INK, Minimum Specifications: * EPSON L220 Ink Bottle * COLOR: Cyan, 6642 * At least 60ml * At least 3years before expiry | | 20 | bottle | 450.00 | 9,000.00 | | |
| 40 | - BOTTLE INK, Minimum Specifications: * EPSON L220 Ink Bottle * COLOR: Magenta, 6643 * At least 60ml * At least 3years before expiry | | 20 | bottle | 450.00 | 9,000.00 | | |
| 41 | - BOTTLE INK, Minimum Specifications: * EPSON L220 Ink Bottle * COLOR: Yellow, 6644 * At least 60ml * At least 3years before expiry | | 20 | bottle | 450.00 | 9,000.00 | | |
| 42 | - Id holder with lace, Minimum Specifications: * For ID Holder: A6" Approx. 105 x 148mm * For ID Lace: 1 inch, Lanyard Plain, Black | | 4350 | pcs | 75.00 | 326,250.00 | | |
| 43 | - EcoTank L15150 - Epson 008 C, Minimum Specifications: * EPSON L15150 Ink Bottle * COLOR: Cyan, 008 * At least 70ml * At least 3years before expiry | | 20 | bottle | 350.00 | 7,000.00 | | |

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|---|---|--|----|--------|--------------|-------------------|--|--|
| 44 | - EcoTank L15150 - Epson 008 BK, Minimum Specifications: * EPSON L15150 Ink Bottle * COLOR: Black, 008 * At least 70ml * At least 3years before expiry | | 20 | bottle | 350.00 | 7,000.00 | | |
| 45 | - EcoTank L15150 - Epson 008 M, Minimum Specifications: * EPSON L15150 Ink Bottle * COLOR: Magenta, 008 * At least 70ml * At least 3years before expiry | | 20 | bottle | 350.00 | 7,000.00 | | |
| 46 | - EcoTank L15150 - Epson 008 Y, Minimum Specifications: * EPSON L15150 Ink Bottle * COLOR: Yellow, 008 * At least 70ml * At least 3years before expiry | | 20 | bottle | 350.00 | 7,000.00 | | |
| 47 | - Epson LQ2190 Ribbon, Minimum Specification: * Ribbon Cartridge * COLOR: Black * SIZE: Approximately: 29.5x 7.5x 4cm / 11.6" x 2.95" x 1.57" * WEIGHT: Approximately - 123g * Ribbon Specs: Approximately - 12.7mm x 8m * At least 3years before expiry | | 28 | pcs | 1,000.00 | 28,000.00 | | |
| Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any. | | | | | Total | 930,097.50 | | |
| DELIVERY TERM: Please refer to the Terms of Reference. | | | | | | | | |

**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.*

1463

TERMS OF REFERENCE
For PR No.: 100-23-06-1463

PROJECT TITLE: Support to COMELEC District 1 & 2

- I. **PROJECT DESCRIPTION:**
- Procurement of COMELEC District 1 & 2 requests 2023
- II. **DELIVERY: 15 CALENDAR DAYS**
 1. The delivery period shall start upon the acceptance of the winning bidder of the Notice to Proceed.
 2. The delivery period is within 15 days upon the acceptance of the Notice to Proceed.
 3. The delivery location will be at OCS-Central Supply Depot.
 4. The winning bidder must notify the end-user of each delivery.


Prepared By:


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Office of the City Mayor

Noted By:

Ernie Al O. Edralin
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Executive Assistant V
Office of the City Mayor

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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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