



## REQUEST FOR QUOTATION

Date: 19 September 2023

RFQ No.: 100-23-06-1486

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 and Equipment – Pamantasan ng Lungsod ng Pasig** with an Approved Budget for the Contract (ABC) of **Php 320,855.00**, 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	<b>3 in 1 (Print, Scan, Copy ),</b> - Digital color copier which is capable of color scanning, printing and fax with automatic document feeder Printing technology: inkjet or equivalent Printing speed of at least up to 33.0 ppm / 15 ppm Paper capacity of at least 30 sheets (A4 paper), 10 sheets (Legal) Printer resolution of at least 5760x1440 dpi Capable of printing to various paper sizes, up to A4 Capable of borderless printing up to AR Uses dye inks (Black, Magenda, Cyan and Yellow) Supports USB, LAN Wifi and Wifi and direct and other network management protocol Must be supported with applications/utilities from the manufacturer to optimized device		15	unit	16,500.00	247,500.00		


	functionalities Must be supported by the latest version of Windows OS and Mac OS With at least 1 year warranty on parts and services							
2	<b>Epson L1455 Ink Black T744 1100 (Pigment),</b> - 127 ml		55	bottle	650.00	35,750.00		
3	<b>Epson ECO TANK L6490 - 008 Black, Pigment,</b> - 127 ml		15	bottle	820.00	12,300.00		
4	<b>Epson ECO TANK L64890 - 008 Cyan,</b> - 70 ml		6	bottle	650.00	3,900.00		
5	<b>Epson ECO TANK L6490 - 008 Yellow,</b> - 70 ml		6	bottle	650.00	3,900.00		
6	<b>Epson ECO TANK L6490 - 008 Magenda,</b> - 70 ml		6	bottle	650.00	3,900.00		
7	<b>Certificate Holder (A4, Green)</b>		105	piece	40.00	4,200.00		
8	<b>Sticker Paper,</b> - Glossy, 50 pcs / pack, 80gsm		8	pack	66.25	530.00		
9	<b>HD Laminator Machine,</b> - > Laminates from id size - a4 -short - long up to A3 Size Laminating film - > Hot & cold with reverse function - > Compatible up to 250micron laminating film - > Laminates from id size - a4 -short - long up to A3 Size Laminating film		2	piece	2,300.00	4,600.00		
10	<b>HD Metal Adjustable Stapler,</b> - (approx. 120-210 sheets capacity sizes: at least 365 x 96 x 122mm )		2	piece	1,300.00	2,600.00		
11	<b>Heavy Duty Staple Wire,</b> - 23/15 (1000 staples)		5	box	115.00	575.00		
12	<b>Binder Clips-,</b> - 1 5/8" ( 12 pieces )		10	box	45.00	450.00		
13	<b>Sign Holder Pop Clip Stand / Label Tag,</b> - (ABS plastic materials, 5 pcs/box) Dimension: at least 16 x 8 cm		5	box	130.00	650.00		
<b>Note:</b> Other terms and conditions are stipulated in the attached Terms of Reference, if any.			<b>Total</b>		<b>320,855.00</b>			
<b>DELIVERY TERM:</b> 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.*

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



(02) 8643-1111 \* (02) 8641-1111 loc 1461 \*  bidsandawards@pasigcity.gov.ph \*

 pasigcity.gov.ph

Page 2 of 5 | RFQ No. 100-23-06-1486 | RLD



## TERMS OF REFERENCE

### SUPPLY AND DELIVERY OF COMPUTER PRINTER & PRINTER INKS, LAMINATOR MACHINE, HD ADJUSTABLE METAL STAPLER AND OTHER PERIPHERALS FOR PAMANTASAN NG LUNGSOD NG PASIG

FOR: **All Prospective Bidders**  
**BIDS AND AWARDS COMMITTEE**  
**Other Concerned**

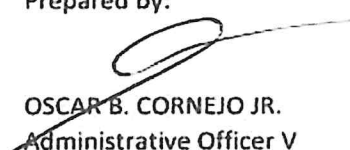
**A. Place and Schedule of Delivery:**

All items shall be delivered at Pamantasan ng Lungsod ng Pasig (PLPasig) within 30 days upon receipt of Notice of Proceed.

**B. General Terms and Conditions:**

1. PLPasig reserves the right to reject items upon delivery and 30 days thereafter should the items be found not conforming with the specifications in the Purchase Order or found to be faulty, defective, and sub-standard. Replacement must be delivered within five (5) working days after the turnover of defective items.
2. Warranty for a period of one (1) year from the date of acceptance for computer printer.

Prepared by:




  
OSCAR B. CORNEJO JR.  
Administrative Officer V  
PLP-GSO



Caruncho Avenue, Barangay San Nicolas, Pasig City 1600 Metro Manila

---

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

 (02) 8643-1111 \* (02) 8641-1111 loc 1461 \*  bidsandawards@pasigcity.gov.ph \*  
 pasigcity.gov.ph

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), 4<sup>th</sup> 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, 4<sup>th</sup> Floor, Pasig City Hall", and properly marked with the Project Title as provided herein.

---

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



(02) 8643-1111 \* (02) 8641-1111 loc 1461 \*  bidsandawards@pasigcity.gov.ph \*

 pasigcity.gov.ph

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](mailto: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)

---

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

 (02) 8643-1111 \* (02) 8641-1111 loc 1461 \*  [bidsandawards@pasigcity.gov.ph](mailto:bidsandawards@pasigcity.gov.ph) \*  
 [pasigcity.gov.ph](http://pasigcity.gov.ph)