



REQUEST FOR QUOTATION

Date: 28 September 2023
RFQ No.: R1 100-23-07-2007

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 Supplies for National Government Agencies in Pasig (Lot 1) – City Mayor’s Office** with an Approved Budget for the Contract (ABC) of **Php 377,750.00**, 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 grouped into several lots, which shall be awarded as separate contracts per lot. 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* (PLEASE DO NOT LEAVE BLANK)	QTY	UOM	Approved Budget		Price Offer	
					Unit Cost	Total Cost	Unit cost	Total Cost
LOT 1. OFFICE SUPPLIES								
1	Binder Clip, - at least 51mm, black, 12s		20	box	60.00	1,200.00		
2	Certificate Frame, - 8.5"x11", wooden frame, glass cover		50	pcs	250.00	12,500.00		
3	Certificate holder, - 8.5'x11', plastic, clear cover, assorted colors		100	pc	109.00	10,900.00		
4	Clipboard, - A4 size, brown color		100	pcs	80.00	8,000.00		
5	Data file box w/ cover, - For document storage, at least 16' (L)x11' (W)x11' (H), sturdy heavy duty chipboard cardboard material		200	pcs	200.00	40,000.00		
6	Envelope mailing, - White, 80gsm, 20s Size: standard long #10 With window		20	packs	120.00	2,400.00		
7	Folder White, - With tab, long, 100s		50	packs	600.00	30,000.00		
8	Folder Press Board, - Legal size, assorted colors, 10s		10	packs	200.00	2,000.00		

9	Marker, - Whiteboard, blue, felt fine tip		60	piece	40.00	2,400.00		
10	Marking pen, - Whiteboard, black, felt fine tip		80	pcs	40.00	3,200.00		
11	Marking Pen, - Whiteboard, red, felt fine tip		60	pcs	40.00	2,400.00		
12	Marker Permanent, - red, Felt fine tip		60	pcs	40.00	2,400.00		
13	Paper Clip, - Jumbo, at least 50mm, vinyl coated, assorted colors, 100s		60	boxes	40.00	2,400.00		
14	Fax paper, - Thermal paper for fax machines, 216mm x 30m		100	rolls	100.00	10,000.00		
15	Specialty paper, - A4 size, Fine, Linen, Cream color, 120gsm, 10s		80	pack	50.00	4,000.00		
16	Colored paper (assorted color), - at least 50gsm, 20s		40	packs	40.00	1,600.00		
17	Record book 300 pages, - 214 mm x 278 mm minimum		50	pc	90.00	4,500.00		
18	Record book 500 pages, - 214 mm x 278 mm minimum		50	pc	116.00	5,800.00		
19	ADHESIVE TAPE, Clear, - at least 0.5" width, at least 50m length		100	rolls	45.00	4,500.00		
20	Adhesive Tape, Clear, - at least 1" width, at least 50m length		120	roll	55.00	6,600.00		
21	Masking Tape, - At least 1" width, at least 50m length		120	rolls	35.00	4,200.00		
22	Sign Pen, - Liquid/gel ink, black ink, 0.7mm tip		60	pc	40.00	2,400.00		
23	Standard stapler, - Load cap: 200 staples minimum - Compatible with 13mm and 17mm staples		55	pcs	180.00	9,900.00		
24	Stapler heavy duty, - Binder type, table-top use, can staple at least 80 sheets at once		5	pcs	900.00	4,500.00		
25	Staple wire, - Standard No. 35, at least 5000 staples per box		120	box	70.00	8,400.00		
26	Tape dispenser, - Table top use, for 24 mm width tape		60	pc	250.00	15,000.00		
27	USB Flash Drive, - At least 64GB capacity Fast transfer speeds up to 80 MB/s USB 3.0-enabled and USB 2.0-compatible Individually packaged in original, brand new packaging		55	pc	500.00	27,500.00		
28	Pencil, - Lead with eraser, wood cased, hardness: HB, 12s		15	bxs	150.00	2,250.00		
29	Eraser, - Rubber, soft, for pencil writing, at least 30x20x10mm (LWT)		150	piece	15.00	2,250.00		

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30	Intermediate Pad, - 200mm x 248mm, 80 leaves		150	pads	50.00	7,500.00		
31	Eraser, - Whiteboard eraser, non-abrasive bottom, at least 125x45x19mm (LWT)		10	pcs.	35.00	350		
32	Scissors, - Symmetrical, stainless-steel blade, blade length 65mm min		10	pcs	80.00	800		
33	Notebook, - Spiral, 80 leaves, ruled		150	pcs	30.00	4,500.00		
34	Projector Screen, - Tripod Projector Screen 70" x 70" Matte white, rack and ball bearing device; Adjustable screen height and angle of depression - Brand new, in original packaging		3	pcs.	3,990.00	11,970.00		
35	LCD Projector, - digital light projection technology or equivalent - Up to 4000 ANSI lumens - At least 8000 hours lamp life - VGA to WUXGA Data Input Signal - Native Resolution of at least 1024 x 768 - Can accept analog to high-definition video input signal - Contrast ratio of at least 30000:1 - Manual Zoom and Focus Lens Type - With power cable, VGA cable, remote control, carrier bag as accessories - Can accommodate HDMI, VGA, S-Video for image inputs - Brand new unit in sealed original packaging - With at least one year warranty		3	unit	39,810.00	119,430.00		
Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.			Total		377,750.00			
DELIVERY TERM: Within Forty-Five (45) 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.*


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**

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- **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.

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.

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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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