



## REQUEST FOR QUOTATION

Date: 03 October 2023

RFQ No.: 100-23-07-1694

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 – City Veterinary Office** with an Approved Budget for the Contract (ABC) of **Php 210,067.00**, 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 (PLEASE DO NOT LEAVE BLANK)	QTY	UOM	Approved Budget		Price Offer	
					Unit Cost	Total Cost	Unit cost	Total Cost
1	Yellow Pad Paper, Size: 8.5"x13", 80's		10	pads	85.00	850.00		
2	Ball Point Black, 0.5mm		300	pcs	10.00	3,000.00		
3	Permanent Marker Broad, Black, Broad Tip		24	pcs	80.00	1,920.00		
4	Marker White board, blue, Broad Tip		24	pcs	80.00	1,920.00		
5	Marker White board, red, Broad Tip		6	pcs	80.00	480.00		
6	Sign Pen, Blue, 0.5mm Needle Tip		12	pcs	35.00	420.00		
7	Sign Pen, Purple, 0.5mm Needle Tip		12	pcs	35.00	420.00		
8	Sign Pen, Blue, 0.7mm		6	pcs	100.00	600.00		
9	notebook, stenographer, Spiral, 40 leaves Size: 6" x 9" Spiral, 55gsm		12	pcs	30.00	360.00		
10	Pencil Lead w/eraser, Hard Wood Case, #1 -12pcs/box		2	boxes	30.00	60.00		
11	Rubber Eraser, White, 3cm x 1cm x 8cm Approx.dimension		4	pcs	15.00	60.00		
12	Fastener, Plastic, 50's/box assorted		4	boxes	75.00	300.00		
13	Paper Clip, Vinyl Coated Big, 50mm 70's/box		24	box	75.00	1,800.00		
14	Paper Continuous - 4ply Payroll, Size: 11" x 14 7/8", Subs. 16		1	box	1,900.00	1,900.00		
15	Stapler Remover, Approx. 125 x 50 x 55mm (LWH), Stainless, Scissor Type		4	pcs	350.00	1,400.00		

16	Cutter Blade, Big, Snap-off blade Stainless, Approx.: 18 x 100mm		20	pcs	105.00	2,100.00		
17	Masking Tape, 1", 24mm, 45-50m/roll		12	rolls	55.00	660.00		
18	Masking tape, 2", 48mm, 45-50m/roll		12	rolls	100.00	1,200.00		
19	Transparent tape, 1", 24mm, 45-50m/roll		12	roll	25.00	300.00		
20	PUNCHER, Big with 2 holes, heavy duty		2	pcs	470.00	940.00		
21	Rubber Band, Big ring size (big box), 70mm #18		2	bxs	335.00	670.00		
22	Cork Board, Approx. 24" x 18"		3	pcs	600.00	1,800.00		
23	Binder clips, 1/2 inch, black metal, 1 dozen/box		4	box	20.00	80.00		
24	File Organizer, Expanding Plastic Long, 12 pockets		6	pcs	180.00	1,080.00		
25	Data File Box, with closed ends -made of chipboard -size: L15.5 x W4.5 x H9.5 inches		10	pcs	140.00	1,400.00		
26	Magazine File Box, Large with closed ends -size: L15.5 x W9.5 x H9.5 inches		6	pcs	390.00	2,340.00		
27	Clearbook Long, 20 Transparent Pockets (Legal Size)		6	pcs	150.00	900.00		
28	Clearbook, 20 Transparent Pockets (A4 Size)		6	pcs	13000	780.00		
29	Stamp Pad, Standard		2	pcs	175.00	350.00		
30	Stamp pad ink, 50ml/btl., Purple or Violet		4	bottle s	145.00	580.00		
31	Refill Ink for Seal Stamp 10ml / Bottle (Black)		6	bottle s	150.00	900.0		
32	Board Paper, 200gsm, 216 x 280mm 10's/pack Size: 8 1/2" x 11" (Letter Size)		1000	packs	60.00	60,000.00		
33	Note Pad, 3" x 3" 100sheets/pad -assorted color		12	pads	40.00	480.00		
34	Index Tab, Sticky Colored Flat Arrow 840pcs/set		4	sets	285.00	1,140.00		
35	Sticky note pad, approx. 2 x 5cm, 100sheets/pad -assorted color		20	pads	35.00	700.00		
36	Parchment Paper Long, Long, 20sheets/pack, 85GSM, 216mm x 330mm		5	packs	130.00	650.00		
37	White Board, 60 x 90cm		1	pc	1,177.00	1,177.00		
38	Battery AA, 4pcs/blister pack		30	packs	70.00	2,100.00		
39	Battery AAA, 4 pcs/blister pack		30	packs	135.00	4,050.00		
40	Laminating Film Roll Paper, (250 Microns 50 meters) 12 inches		4	rolls	1,400.00	5,600.00		
41	6 Inches 200 Microns, (laminating film)		4	rolls	1,200.00	4,800.00		
42	UPS, Uninterrupted Power Supply, 4 outlets, 1000VA (for computer)		2	units	4,000.00	8,000.00		
43	Computer AVR HD, Automatic Voltage Regulator Total Power Output - Approx. 500 - 1000 watts 110V - 220V inlets		4	units	3,000.00	12,000.00		
44	Desk Organizer, Pen & Supplies Holder, Stainless Steel Metal Mesh, Black -Dimension: H5 x W8.7 x D5.5 inches		4	pcs	400.00	1,600.00		
45	Computer Mouse Pad, Approx. 10.2" x 8.5" Anti-slip, Waterproof, Black		4	pcs	50.00	200		

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46	Stainless Trash Bin, Stainless, Round-shaped Foot Pedal, Waste Can with Plastic Bucket inside, 5 Liters		4	pcs	700.0	2,800.00		
47	Extension Cord, 4-gang set with Universal Outlet Approx. 2 to 4 meters		4	pcs	350.00	1,400.00		
48	File Holder, Stainless Wire Mesh, 3-Tier, Black -Dimension:L14 x W11 x H3 inches/tier		6	pcs	300.00	1,800.00		
49	Bond paper, Legal Size, 80gsm (216x330mm)		60	reams	450.00	27,000.00		
50	Bond Paper, A4 Size, 80gsm (210x297mm)		50	reams	410.00	20,500.00		
51	Bond Paper, Letter Size, 80gsm (216x279mm)		50	reams	390.00	19,500.00		
52	Expanded Plastic Envelope with Handle, Long with push lock, color:Purple -Size:38 x 27cm -Internal dimension: 35.5 x 23.5cm -can be used for legal/letter/A4 size		4	pcs	250.00	1,000.00		
53	Certificate Frame, Wallframe with hook -Material:wooden -Inner dimension: 22cm x 33cm		10	pcs	200.00	2,000.00		
<b>Note:</b> Other terms and conditions are stipulated in the attached Terms of Reference, if any.			<b>Total</b>		<b>210,067.00</b>			
<b>DELIVERY TERM:</b> Within <b>Thiry (30)</b> 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**
- **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:

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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.

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)

SGD

**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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