



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 10179341  
**Procuring Entity** CITY OF PASIG  
**Title** Supply and Delivery of Various Office Supplies – Rainforest Adventure Experience Park  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b> R1 100-23-04-779 <b>Trade Agreement:</b> Implementing Rules and Regulations <b>Procurement Mode:</b> Negotiated Procurement - Small Value Procurement (Sec. 53.9) <b>Classification:</b> Goods <b>Category:</b> Office Equipment Supplies and Consumables <b>Approved Budget for the Contract:</b> PHP 96,980.00 <b>Delivery Period:</b> <b>Client Agency:</b>	<b>Status</b>	<b>Active</b>
	<b>Associated Components</b>	1
	<b>Bid Supplements</b>	1
	<b>Document Request List</b>	6
	<b>Date Published</b>	02/10/2023
	<b>Last Updated / Time</b>	06/10/2023 13:54 PM
	<b>Closing Date / Time</b>	11/10/2023 09:00 AM
<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		

#### Description

Items Quantity / Units

- 1 Pencil,  
- 12pcs/box 3 box/s
- 2 Stamp Pad,  
- No 1 10 pc/s
- 3 Stamp Pad Ink,  
- 30ml  
Color: Green 20 pc/s
- 4 Highlighter,  
- Assorted Color 20 pc/s
- 5 Correction Tape,  
- Film Base Type, 20mm x 5m approx. 20 pc/s
- 6 Laminating Film,  
- Roll 9" 250 Micron 1 rolls
- 7 Xerox Toner,  
- Cartridge  
Color: Black  
Fuji Xerox

DocuCentre: S2320 5 pc/s  
8 Sign Pen,  
- 0.5mm  
3pcs/box  
Color: Blue 5 box/s  
9 Bond Paper,  
- 5reams/box  
Size: A4 5 box/s  
10 Bond Paper,  
- 5reams/box  
Size: Long 5 box/s  
11 Paper puncher,  
- Two Hole Punch  
Size: 145 x 110 x 130mm approx. 3 pc/s  
12 Paper Clip,  
- 50mm  
- 100pcs/box 5 box/s  
13 EPSON INK #003 (YELLOW),  
- 65ml 20 cart  
14 EPSON INK #003 (CYAN),  
- 65ml 20 cart  
15 EPSON INK #003 (MAGENTA),  
- 65ml 20 cart  
16 Ballpen,  
- 12pcs/box  
- Color: Black 30 box/s  
17 Stapler #35,  
- with remover 10 pc/s  
18 Ream Cutter A4 1 pcs  
19 PVC ID cards,  
- 230pcs/box  
- Size: 84 x 54mm approx.  
- Blank Sheet 25 box

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

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**NOTE:**

TO BE SUBMITTED SEALED AND LABELED ON A LONG BROWN ENVELOPE, FOLLOWING THIS FORMAT AS FOLLOWS:

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**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, October 11, 2023 at 9:00 AM

Please be guided accordingly

**Created by**

ATTY. PONCE MIGUEL D. LOPEZ

**Date Created** 29/09/2023

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