Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10184292

CITY OF PASIG **Procuring Entity**

Title Supply and Delivery of Various Office Supplies - City Veterinary Office

Area of Delivery Metro Manila

		Status	Active
Solicitation Number:	100-23-07-1694	Status	Active
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	1
Classification:	Goods		
Category:	Office Equipment Supplies and Consumables	Bid Supplements	1
Approved Budget for the Contract:	PHP 210,067.00		
Delivery Period:	30 Day/s	Document Request List	2
Client Agency:			
,		Date Published	03/10/2023
Contact Person:	ATTY. PONCE MIGUEL D. LOPEZ Officer In Charge, Procurement Management Office		
	Pasig City Hall, Caruncho Avenue, Barangay San Nicolas, Pasig City Metro Manila	Last Updated / Time	06/10/2023 13:39 PM
	Philippines 1600 63-2-86431111 Ext.1461	Closing Date / Time	11/10/2023 09:00 AM
	bidsandawards@pasigcity.gov.ph		

Description

Items Quantity / Units

- 1 Yellow Pad Paper, Size: 8.5"x13", 80's 10 pads
- 2 Ball Point Black, 0.5mm 300 pcs
- 3 Permanent Marker Broad, Black, Broad Tip 24 pcs
- 4 Marker White board, blue, Broad Tip 24 pcs
- 5 Marker White board, red, Broad Tip 6 pcs
- 6 Sign Pen, Blue, 0.5mm Needle Tip 12 pcs
- 7 Sign Pen, Purple, 0.5mm Needle Tip 12 pcs
- 8 Sign Pen, Blue, 0.7mm 6 pcs
- 9 notebook, stenographer, Spiral, 40 leaves
- Size: 6" x 9" Spiral, 55gsm 12 pcs
- 10 Pencil Lead w/eraser, Hard Wood Case, #1
- -12pcs/box 2 boxes
- 11 Rubber Eraser, White, 3cm x 1cm x 8cm Approx.dimension 4 pcs
- 12 Fastener, Plastic, 50's/box assorted 4 boxes
- 13 Paper Clip, Vinyl Coated Big, 50mm 70's/box 24 box
- 14 Paper Continous 4ply Payroll, Size: 11" x 14 7/8", Subs. 16 1 box

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15 Stapler Remover, Approx. 125 x 50 x 55mm (LWH), Stainless, Scissor Type 4 pcs
16 Cutter Blade, Big, Snap-off blade Stainless,
Approx.: 18 x 100mm 20 pcs
17 Masking Tape, 1", 24mm, 45-50m/roll 12 rolls 18 Masking tape, 2", 48mm, 45-50m/roll 12 rolls
19 Transparent tape, 1", 24mm, 45-50m/roll 12 roll
20 PUNCHER, Big with 2 holes, heavy duty 2 pcs
21 Rubber Band, Big ring size (big box), 70mm #18 2 bxs
22 Cork Board, Approx. 24" x 18" 3 pcs
23 Binder clips, 1/2 inch, black metal, 1 dozen/box 4 box
24 File Organizer, Expanding Plastic Long, 12 pockets 6 pcs
25 Data File Box, with closed ends
- made of chipboard
- size: L15.5 x W4.5 x H9.5 inches 10 pcs
26 Magazine File Box, Large with closed ends
- size: L15.5 x W9.5 x H9.5 inches 6 pcs
27 Clearbook Long, 20 Transparent Pockets (Legal Size) 6 pcs
28 Clearbook, 20 Transparent Pockets (A4 Size) 6 pcs
29 Stamp Pad, Standard 2 pcs
30 Stamp pad ink, 50ml/btl., Purple or Violet 4 bottles
31 Refill Ink for Seal Stamp 10ml / Bottle (Black) 6 bottles
32 Board Paper, 200gsm, 216 x 280mm 10's/pack
Size: 8 1/2" x 11" (Letter Size) 1000 packs 33 Note Pad, 3" x 3" 100sheets/pad
- assorted color 12 pads
34 Index Tab, Sticky Colored Flat Arrow 840pcs/set 4 sets
35 Sticky note pad, approx. 2 x 5cm, 100sheets/pad
- assorted color 20 pads
36 Parchment Paper Long, Long, 20sheets/pack, 85GSM, 216mm x 330mm 5 packs
37 White Board, 60 x 90cm 1 pc
38 Battery AA, 4pcs/blister pack 30 packs
39 Battery AAA, 4 pcs/blister pack 30 packs
40 Laminating Film Roll Paper, (250 Microns 50 meters) 12 inches 4 rolls
41 6 Inches 200 Microns, (laminating film) 4 rolls
42 UPS, Uninterrupted Power Supply, 4 outlets, 1000VA (for computer) 2 units
43 Computer AVR HD, Automatic Voltage Regulator
Total Power Output - Approx. 500 - 1000 watts
110V - 220V inlets 4 units
44 Desk Organizer, Pen & Supplies Holder, Stainless Steel Metal Mesh, Black
- Dimension: H5 x W8.7 x D5.5 inches 4 pcs
45 Computer Mouse Pad, Approx. 10.2" x 8.5"
Anti-slip, Waterproof, Black 4 pcs
46 Stainless Trash Bin, Stainless, Round-shaped Foot Pedal,
Waste Can with Plastic Bucket inside, 5 Liters 4 pcs
47 Extension Cord, 4-gang set with Universal Outlet
Approx. 2 to 4 meters 4 pcs
48 File Holder, Stainless Wire Mesh, 3-Tier, Black
- Dimension:L14 x W11 x H3 inches/tier 6 pcs
49 Bond paper, Legal Size, 80gsm (216x330mm) 60 reams
50 Bond Paper, A4 Size, 80gsm (210x297mm) 50 reams
51 Bond Paper, Letter Size, 80gsm (216x279mm) 50 reams
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
53 Certificate Frame, Wallframe with hook
- Material:wooden
- Inner dimension: 22cm x 33cm 10 pcs
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)
-Proof of Authorization: Secretary's Certificate if corporation, or Special Power
Of Attorney, if individual
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 02/10/2023

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