Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10170677

Procuring Entity CITY OF PASIG

Title Supply and Delivery of Various Supplies for National Government Agencies in Pasig (Lot 1) –

City Mayor's Office

Area of Delivery Metro Manila

Solicitation Number:	R1 100-23-07-2007	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	2
Approved Budget for the Contract:	PHP 377,750.00		
Delivery Period:	45 Day/s	Document Request List	3
Client Agency:			
,		Date Published	28/09/2023
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	09/10/2023 10:59 AM
	Philippines 1600 63-2-86431111 Ext.1461	Closing Date / Time	11/10/2023 09:00 AM
	bidsandawards@pasigcity.gov.ph		

Description

Items Quantity / Units

LOT 1. OFFICE SUPPLIES

- 1 Binder Clip,
- at least 51mm, black, 12s 20 box
- 2 Certificate Frame,
- 8.5"x11", wooden frame, glass cover 50 pcs
- 3 Certificate holder,
- 8.5'x11', plastic, clear cover, assorted colors 100 pc
- 4 Clipboard,
- A4 size, brown color 100 pcs
- 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
- 6 Envelope mailing, White, 80gsm, 20s

Size: standard long #10 With window 20 packs

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7 Folder White,
- With tab, long, 100s 50 packs
8 Folder Press Board,

    Legal size, assorted colors, 10s 10 packs

9 Marker,
- Whiteboard, blue, felt fine tip 60 piece
10 Marking pen,
- Whiteboard, black, felt fine tip 80 pcs
11 Marking Pen,
- Whiteboard, red, felt fine tip 60 pcs
12 Marker Permanent,
- red, Felt fine tip 60 pcs
13 Paper Clip,
- Jumbo, at least 50mm, vinyl coated, assorted colors, 100s 60 boxes
14 Fax paper,
- Thermal paper for fax machines, 216mm x 30m 100 rolls
15 Specialty paper,
- A4 size, Fine, Linen, Cream color, 120gsm, 10s 80 pack
16 Colored paper (assorted color),
- at least 50gsm, 20s 40 packs
17 Record book 300 pages,
- 214 mm x 278 mm minimum 50 pc
18 Record book 500 pages,
- 214 mm x 278 mm minimum 50 pc
19 ADHESIVE TAPE, Clear,
- at least 0.5" width, at least 50m length 100 rolls
20 Adhesive Tape, Clear,
- at least 1" width, at least 50m length 120 roll
21 Masking Tape,

    At least 1" width, at least 50m length 120 rolls

22 Sign Pen,
- Liquid/gel ink, black ink, 0.7mm tip 60 pc
23 Standard stapler,
- Load cap: 200 staples minimum
- Compatible with 13mm and 17mm staples 55 pcs
24 Stapler heavy duty,
- Binder type, table-top use, can staple at least 80 sheets at once 5 pcs
25 Staple wire,
- Standard No. 35, at least 5000 staples per box 120 box
26 Tape dispenser,
- Table top use, for 24 mm width tape 60 pc
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
28 Pencil,
- Lead with eraser, wood cased, hardness: HB, 12s 15 bxs
29 Eraser,
- Rubber, soft, for pencil writing, at least 30x20x10mm (LWT) 150 piece
30 Intermediate Pad,
- 200mm x 248mm, 80 leaves 150 pads
31 Eraser,
- Whiteboard eraser, non-abrasive bottom, at least 125x45x19mm (LWT) 10 pcs.
32 Scissors,
- Symmetrical, stainless-steel blade, blade length 65mm min 10 pcs
33 Notebook,
- Spiral, 80 leaves, ruled 150 pcs
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.
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
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- Can accommodate HDMI, VGA, S-Video for image inputs

- Brand new unit in sealed original packaging - With at least one year warranty 3 unit
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
NOTE: TO BE SUBMITTED SEALED AND LABELED ON A LONG BROWN ENVELOPE, FOLLOWING THIS FORMAT AS FOLLOWS:
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 27/09/2023

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