



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	4
Approved Budget for the Contract: PHP 377,750.00		
Delivery Period: 45 Day/s	Document Request List	3
Client Agency:		
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 Philippines 1600 63-2-86431111 Ext.1461 bidsandawards@pasigcity.gov.ph	Date Published	28/09/2023
	Last Updated / Time	18/10/2023 09:33 AM
	Closing Date / Time	23/10/2023 09:00 AM

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

- 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
 - 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](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

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 23, 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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