



## REQUEST FOR QUOTATION

Date: 31 October 2023

RFQ No.: R1 100-23-07-1739

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 and Other Materials (Lot 1 & 3) – Internal Audit Service Unit** with an Approved Budget for the Contract (ABC) of **Php 280,990.00**, 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 grouped into several lots, which shall be awarded as separate contracts per lot. 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
<b>LOT 1</b>								
1	HP 680 Cartridge (Black) (GENUINE)		12	cartridge	600.00	7,200.00		
2	HP 680 Cartridge (Tri-Color) (GENUINE)		12	cartridge	600.00	7,200.00		
3	SIGN PEN, 0.7mm, blue, roller type		13	piece	75.00	975.00		
4	SIGN PEN, 0.7mm, red, roller type		13	piece	75.00	975.00		
5	Office chair, swivel, with gas lift lever, armrest, caster wheel		12	unit	2,500.00	30,000.00		
6	Folding Table, metal legs, formica top, 20"x60"		8	unit	2,000.00	16,000.00		
7	Extension cord, 3 sockets with individual off/on switch, 5 meters		6	unit	2,000.00	12,000.00		
8	Visitors chair, stacking, black, upholstered		12	unit	1,000.00	12,000.00		
9	TAPE, double sided, 0.5" wide, 50m		6	roll	100.00	600.00		
10	TAPE, double sided, 1.0" wide, 50m		6	roll	100.00	600.00		
11	Clearbook, 20 transparent pockets, for A4 size		4	piece	75.00	300.00		

12	clearbook, 20 transparent pockets, for legal size		4	piece	100.00	400.00		
13	ink for printer, black, Epson #001		8	bottle	300.00	2,400.00		
14	ink for printer, cyan, Epson #001		8	bottle	300.00	2,400.00		
15	ink for printer, magenta, Epson #001		8	bottle	300.00	2,400.00		
16	ink for printer, yellow, Epson #001		8	bottle	300.00	2,400.00		
17	Stamp pad ink, Purple, 50ml		10	bottles	70.00	700.00		
18	Looseleaf Cover, Made of chipboard, legal size 50 sets (Back & front cover) sets/bundle		3	bundle	900.00	2,700.00		
19	Note Pad, stick on 3x3 100 sheets/pad		48	pad	60.00	2,880.00		
20	Bond Paper, Copy, A4, 70gsm 500 sheets/reams		300	ream	200.00	60,000.00		
21	Bond Paper, Copy, legal size, 70 gsm 500 sheets/ ream		240	ream	250.00	60,000.00		
22	BATTERY DRY CELL AA, 2's, 2pcs/ pack		8	pack	40.00	320.00		
23	Tape, transparent, 24mm width 100 meters		12	Roll	20.00	240.00		
24	CLIP, backfold, all metal, clamping, 32mm 12pc/box		20	box	25.00	500.00		
25	Data Folder, made of chipboard, Taglia lock for legal size documents		100	pcs	150.00	15,000.00		
26	Paper Clip, Vinyl/Plastic Coated, 50mm, 120gms.		40	box	20.00	800.00		
27	Ring Binder, plastic, 32mm, 84 rings 10pcs/bundle		50	bundle	250.00	12,500.00		
28	Rubber Band, 70mm, 318,350 gms		40	box	125.00	5,000.00		
29	dating and stamping machine, Heavy Duty, self-inking		2	pcs.	500.00	1,000.00		
30	Staple remover, plier type		6	piece	50.00	300.00		
31	Tape dispenser, table top 24mm width tape		2	pc	100.00	200.00		
			<b>Subtotal:</b>		<b>259,990.00</b>			
	<b>LOT 3</b>							
35	binding and punching machine, -Equipped with two (2) hand lever system for punching and binding -330mm punching width and adjustable to any format, diameter, gauge and comb binder control. -Individual adjustable punching dies with variable margin depth -Manual binding capacity: 425 sheets of paper (80 gsm) (min) -Punching capacity: At least 15 sheets of paper (80gsm) -With operation's manual (English translation) -Warranty: 1 year on parts and service -Brand shall		1	unit	12,000.00	12,000.00		

Caruncho Avenue, Brgy. San Nicolas, Pasig City, Philippines 1600



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	engraved/embossed/Printed/Permanently stickered on the item						
36	Electric Fan, Stand type -Blade: Plastic -Number of blades (min.): Three (3) blades -Blade size (min.):380mm -Grill:metal -Speed Control: Three (3) speed setting, manufacturer's standard -Head adjustment and oscillation control: Manufacturer's standard -Height Adjustment: Manufacturer's standard -Base: Manufacturer's standard -Motor: Fully enclosed -220-240 volts,60Hz -With PS quality or ICC Mark -With operating/user's manual (english translation) -Brand shall be engraved/embossed /printed/permanently stickered on the item. -Certification of 72 hours service response time upon receipt of complaint and list of service center in within Pasig City, Mandaluyong, Taguig, Marikina,Cainta and Pateros. -Warranty: One (1) year on parts and service.		3	unit	3,000.00	9,000.00	
			<b>Subtotal</b>		<b>21,000.00</b>		
<b>Note:</b> Other terms and conditions are stipulated in the attached Terms of Reference, if any.			<b>Total</b>		<b>280,990.00</b>		
<b>DELIVERY TERM:</b> Within <b>Thirty (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.

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- 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:

Documents from the Food and Drug Administration (FDA):

- Certificate of Product Registration;
- Certificate of Good Manufacturing Practice;
- License to Operate;
- Batch Release Certificate (*for vaccines, toxoids and immunoglobulins only*) [to be submitted upon delivery]; and
- Certificate of Analysis (*for anesthesia and antibiotics*) [to be submitted upon delivery].

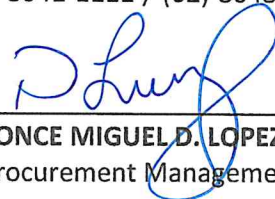
If the Supplier is not the Manufacturer, a certification from the Manufacturer that the supplier is an authorized distributor/dealer of the products/items.

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)



**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:**

<b>Signature over Printed Name</b>	<b>Position</b>
Duly authorized to sign quotation/offer for and on behalf of _____	
(Please indicate Company Name)	

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