



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 10271176  
**Procuring Entity** CITY OF PASIG  
**Title** Supply and Delivery of Various Office Supplies and Other Materials (Lot 1 & 3) – Internal Audit Service Unit  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b> R1 100-23-07-1739	<b>Status</b>	<b>Active</b>
<b>Trade Agreement:</b> Implementing Rules and Regulations		
<b>Procurement Mode:</b> Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Associated Components</b>	1
<b>Classification:</b> Goods		
<b>Category:</b> Office Equipment Supplies and Consumables	<b>Bid Supplements</b>	1
<b>Approved Budget for the Contract:</b> PHP 280,990.00		
<b>Delivery Period:</b> 30 Day/s	<b>Document Request List</b>	3
<b>Client Agency:</b>		
<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	<b>Date Published</b>	31/10/2023
	<b>Last Updated / Time</b>	03/11/2023 14:02 PM
	<b>Closing Date / Time</b>	08/11/2023 09:00 AM

#### Description

Items Quantity / Units

#### LOT 1

- 1 HP 680 Cartridge (Black) (GENUINE) 12 cartridge
- 2 HP 680 Cartridge (Tri-Color) (GENUINE) 12 cartridge
- 3 SIGN PEN, 0.7mm, blue, roller type 13 piece
- 4 SIGN PEN, 0.7mm, red, roller type 13 piece
- 5 Office chair, swivel, with gas lift lever, armrest, caster wheel 12 unit
- 6 Folding Table, metal legs, formica top, 20"x60" 8 unit
- 7 Extension cord, 3 sockets with individual off/on switch, 5 meters 6 unit
- 8 Visitors chair, stacking, black, upholstered 12 unit
- 9 TAPE, double sided, 0.5" wide, 50m 6 roll
- 10 TAPE, double sided, 1.0" wide, 50m 6 roll
- 11 Clearbook, 20 transparent pockets, for A4 size 4 piece
- 12 clearbook, 20 transparent pockets, for legal size 4 piece
- 13 ink for printer, black, Epson #001 8 bottle
- 14 ink for printer, cyan, Epson #001 8 bottle

15 ink for printer, magenta, Epson #001 8 bottle  
16 ink for printer, yellow, Epson #001 8 bottle  
17 Stamp pad ink, Purple, 50ml 10 bottles  
18 Looseleaf Cover, Made of chipboard, legal size  
50 sets (Back & front cover) sets/bundle 3 bundle  
19 Note Pad, stick on 3x3  
100 sheets/pad 48 pad  
20 Bond Paper, Copy, A4, 70gsm  
500 sheets/reams 300 ream  
21 Bond Paper, Copy, legal size, 70 gsm  
500 sheets/ ream 240 ream  
22 BATTERY DRY CELL AA, 2's, 2pcs/ pack 8 pack  
23 Tape, transparent, 24mm width  
100 meters 12 Roll  
24 CLIP, backfold, all metal, clamping, 32mm  
12pc/box 20 box  
25 Data Folder, made of chipboard, Taglia lock for legal size documents 100 pcs  
26 Paper Clip, Vinyl/Plastic Coated, 50mm, 120gms. 40 box  
27 Ring Binder, plastic, 32mm, 84 rings  
10pcs/bundle 50 bundle  
28 Rubber Band, 70mm, 318,350 gms 40 box  
29 dating and stamping machine, Heavy Duty, self-inking 2 pcs.  
30 Staple remover, plier type 6 piece  
31 Tape dispenser, table top  
24mm width tape 2 pc

LOT 3

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 be engraved/embossed/Printed/Permanently stickered on the item 1 unit  
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

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%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, November 08, 2023 at 9:00 AM

Please be guided accordingly

**Created by** ATTY. PONCE MIGUEL D. LOPEZ

**Date Created** 27/10/2023

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