



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

Solicitation Number: R1 100-23-07-1739	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 280,990.00		
Delivery Period: 30 Day/s	Document Request List	4
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	31/10/2023
	Last Updated / Time	08/11/2023 16:03 PM
	Closing Date / Time	15/11/2023 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 15, 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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