



REQUEST FOR QUOTATION

Date: 17 November 2023
RFQ No.: 100-23-08-1875

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 Office Supplies and Equipment – City Health Office** with an Approved Budget for the Contract (ABC) of **Php 980,314.00**, 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* <small>(PLEASE DO NOT LEAVE BLANK)</small>	QTY	UOM	Approved Budget		Price Offer	
					Unit Cost	Total Cost	Unit cost	Total Cost
LOT 1 OFFICE SUPPLIES								
1	Ink Cartridge, -EPSON L3210 (003), EPSON WF 2960- DWF, Black		125	bottle	277.6	34,700.00		
2	Ink Cartridge, -EPSON L3210 (003), EPSON WF 2960- DWF, Cyan		100	bottle	299.6	29,960.00		
3	Ink Cartridge, -EPSON L3210 (003), EPSON WF 2960- DWF, Magenta		100	bottle	299.6	29,960.00		
4	Ink Cartridge, -EPSON L3210 (003), EPSON WF 2960, Yellow		100	bottle	299.6	29,960.00		
5	Battery, Dry Cell, AA, -Extra Heavy Duty Battery AA, 4pcs/pack -leakage-proof packing, shelf-time up to 2years -Mercury, Cadmium, lead free		20	pack	80.25	1,605.00		
6	Battery, Dry Cell, AAA, -Extra Heavy Duty Battery AAA, 4pcs/pack -leakage-proof packing, shelf-time up to 2years		20	pack	217.5	4,350.00		
7	Clip, -Backfold, Size: 32mm, 12 pcs/box		20	box	46.5	930		
8	Correction tape, -Size: 5m x 5mm		50	pcs	31.58	1,579.00		

9	Cutter/Utility Knife, General purpose snap off blade cutter/utility knife -With anti-slip grip plastic molded body -Blade measurements: Length: 100mm (+/- 2mm) Width: 16mm (+/- 2mm) Thickness: At least 0.40mm -With built-in blade snapper -With steel blade track -With safety screw locking mechanism	20	pcs	91.33	1,826.60		
10	Fastener, -Metal, 50 sets 2" thick, hole to hole 7cm	50	box	62.00	3,100.00		
11	Flash drive, -16 GB Capacity	50	pcs	359.00	17,950.00		
12	Magazine File Box, Large, With closed ends -Outside Dimension: Width(min): 125mm Height(min): 230mm Length(min): 400mm -Material: Chipboard(min): 3mm thick Leatherette paper for outside cover Coated paper for inside cover -Front of the box: With finger ring and pocket for label insert -Assorted colors (red, green, blue and maroon) one shade only	20	pcs	220.00	4,400.00		
13	Marker, Permanent, -Bullet Type, Black	50	pcs	29.00	1,450.00		
14	Marker, Permanent, -Bullet Type, Red	50	pcs	29.00	1,450.00		
15	Marker, Whiteboard, -Blue, felt tip, bullet type	50	pcs	30.00	1,500.00		
16	Marker, Whiteboard, -Red, felt tip, bullet type	50	pcs	30.00	1,500.00		
17	Notepad, -Stick-On, 3" x 3" -100 sheets/pad, multi color	50	pads	60.00	3,000.00		
18	Office Tray, -3 Layer, Metal, Size: 37L x 29H x 24W cm	20	pcs	450.00	9,000.00		
19	Pad Paper Ruled, Non-blot -Basis Weight (-5%): 55gsm, bond -Size(+/- 2mm): 216mm x 330mm -Thickness(min.): 0.07mm -90 sheets per pad -Rulling: Top Margin (min.): 27mm Distance between lines: 9mm-10mm -Number of space(min.): 30 -Color: white or yellow	25	pads	33.00	825		
20	Paper Clip, -Vinyl/Plastic Coated, 33mm -100pcs/box, assorted color	50	box	25.00	1,250.00		
21	Paper Clip, -Vinyl/Plastic Coated, 50mm -100pcs/box, assorted color	50	box	33.00	1,650.00		
22	Copy Paper Legal - 80gsm, 500 sheets/ream	1000	ream	301.00	301,000.00		
23	Copy Paper - A4 -80gsm, 500 sheets/ream	300	ream	264.00	79,200.00		
24	Pencil Lead with Eraser, -12 pcs/box	50	box	119.00	5,950.00		
25	Puncher, -Paper, Heavy Duty, Size: Large, Can punch up to 25 sheets	30	piece	270.00	8,100.00		

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26	Ruler, -Plastic,Size: 450mm		50	pcs	44.00	2,200.00		
27	Scissors, -Symmetrical/Assymetrical, Size: 8 inches		30	pair	89.00	2,670.00		
28	Stamp Pad Ink, -Purple or Violet, 50ml		20	bottles	118.00	2,360.00		
29	Stamp Pad, -Felt No.2, Medium Size		20	pcs	129.00	2,580.00		
30	Staple Cartridges No. 70Fe, 5000/Cartridges		2	cartridge	1,630.00	3,260.00		
31	Staple Remover, -Pressing Type		20	pcs	32.00	640		
32	Tape dispenser, -Table Top, for 24mm width tape		20	unit	140.00	2,800.00		
33	Tape, -Masking tape, 24mm x 18m		30	roll	45.00	1,350.00		
34	Tape, -Tranparent tape, 24mm x 45m		40	roll	26.00	1,040.00		
35	Tape, -Transparent tape, 48mm x 30m		40	roll	72.00	2,880.00		
			SubTotal:		597,975.60			
	LOT 2 JANITORIAL SUPPLIES							
36	Broom, -Soft (tambo) -Weight: 500 grams (max) -Handle: Metal, plastic coated or wood, machine turned finish -Diameter of Handle: 19mm (min.) -Lenght of Handle: 545mm (min.) -Dry Weight of the Tiger Grass: 200 grams (min.) or Anjura Fiber: 130 grams (min.) -Usable Lenght of Tiger Grass or Anjura Fiber: 270mm (min.) -With Upper Stitch: 20 (min.) Lower Stitch: 30 (min.)		20	pcs	195.9	3,918.00		
37	Broom, -Stick (ting ting) -Made of good quality coconut midribs -Standard Size: 140mm grip (min.), measured 152mm from the top -Usable lenght: 760mm (min.) -Rib Count: 345 pcs (min.)		20	pcs	38.9	778		
38	Furniture Cleaner, -Aerosol Type, 300 ml/can		25	can	374.5	9,362.50		
39	Mophead, -Made of Rayon,400mg		20	pcs	141.1	2,822.00		
40	Insecticide, -Aerosol Type, 300ml		25	pcs	275.24	6,881.00		
41	Sponge Scouring pad, -Color: green and yellow -Heavy duty, 100mm -10 pcs/pack		20	pack	103.8	2,076.00		
			SubTotal:		25,837.50			
	LOT 3 OFFICE EQUIPMENT							
42	Legal-Sized Capable Color Printer, -Digital color copier which is capable of color scannig, printing and fax with automatic document feeder -Printing technology: Inkjet or equivalent -Printing speed of at least up to		4	pcs	47,745.00	190,980.00		

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	<p>32.0ppm/22.0ppm</p> <ul style="list-style-type: none"> -Must have automatic duplex printing -Paper capacity of at least 50 sheets -Printer resolution of at least 4800 x 2400 dpi -Must have high page yields of up to 7,500 (black) and 6,000 (color) to increase your productivity -Capable of printing to various paper sizes, up to A3+ -Capable of borderless printing -Uses Dye Inks (Black, Magenta, Cyan and Yellow) -Supports USB, LAN, Wifi and Wifi direct and other network management protocols -Must be supported with applications/utilities from the manufacturer to optimized device functionalities -Must be supported by Windows OS and Mac OS -With at least 1 year warranty on parts and services 							
43	<p>Projector with Screen, -Digital Light Projector technology or equivalent</p> <ul style="list-style-type: none"> -Up to 4000 ANSI Lumens -At least 8000 hours lamp life -XGA to WUXGA Data input signal -Native Resolution of at least 1024x768 -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 -Bundled with projector tripod screen (size 70"x70") matte white, rack and ball bearing device mechanism -With at least 1 year warranty 		3	pcs	41,899.00	125,697.00		
44	<p>Portable Speaker with Microphone, -At least 12" portable</p> <ul style="list-style-type: none"> -Trolley speaker -2 UHF Wireless Mic -With Rechargeable Battery -USB/FM/Bluetooth Function -12V DC In -Frequency Response -45hz-20KHz -Impedance 4 ohms -At least 450 Watts 		2	set	13,212.95	26,425.90		
45	<p>Foldable Platform Hand Truck, -Heavy Duty Trolley</p> <ul style="list-style-type: none"> -Load Capacity: 300-500kg -Dimension (min): L91 x W61 x H85cm -Steel, Powder- coated -Heavy Duty Industrial Caster Wheels -Four (4) swivel wheels -Wheel Diameter (min) : 5" 		2	pcs	6,699.00	13,398.00		
			SubTotal:		356,500.90			

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Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.	Total	980,314.00	
DELIVERY TERM: Within Thirty (30) 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.
- Accomplished and notarized **Omnibus Sworn Statement** (<https://www.gppb.gov.ph/downloadable-forms/#tab-61412>)
- **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):


- a. Certificate of Product Registration;
- b. Certificate of Good Manufacturing Practice;
- c. License to Operate;
- d. Batch Release Certificate (*for vaccines, toxoids and immunoglobulins only*) [to be submitted upon delivery]; and
- e. 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), 4th Floor, Pasig City Hall, San Nicolas, Pasig City.**

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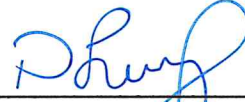
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All documents should be submitted in a sealed brown envelope addressed to the "Bids and Awards Committee, 4th Floor, Pasig City Hall", and properly marked with the Project Title as provided herein.

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





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:

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

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