



REQUEST FOR QUOTATION

Date: 23 November 2023
RFQ No.: 100-23-07-1813

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 ICT Equipment – Pamantasan ng Lungsod ng Pasig with an Approved Budget for the Contract (ABC) of **Php 618,851.40**, 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 item/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
LINE ITEMS								
1	Duplex ADF Multifeed Scanner		14	unit	27,205.88	380,882.32		
2	LCD Projector		4	unit	45,000.00	180,000.00		
LOT - 1								
3	Metal File / Folder Box		55	piece	640.00	35,200.00		
4	Specialty Paper		152	pack	60.29	9,164.08		
5	Certificate Holder (A4, Green)		105	piece	40.00	4,200.00		
6	Sticker Paper, Glossy		8	pack	66.25	530.00		
7	HD Laminator Machine		2	piece	2,300.00	4,600.00		
8	HD Metal Adjustable Stapler		2	piece	1,300.00	2,600.00		
9	Heavy Duty Staple Wire		5	box	115.00	575.00		
10	Binder Clips-		10	box	45.00	450.00		
11	Sign Holder Pop Clip Stand / Lable Tag,		5	box	130.00	650.00		

- Please see TOR for additional details					
Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.	Total	618,851.40			
DELIVERY TERM: Please refer to the Terms of Reference.					

**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.*

1813



**TERMS OF REFERENCE
and TECHNICAL SPECIFICATIONS**
PROCUREMENT OF OFFICE SUPPLIES (AUGMENTATION) CY 2023

A. INTRODUCTION

These Terms of Reference (TOR) refer to the eleven (11) items of various office supplies to be procured through **Small Value Procurement (SVP)** with **PR No. 100-23-07-1813**, charge to Pamantasan ng Lungsod ng Pasig' (PLPasig) Approved Budget CY2023 and expected to be delivered in PLPasig **30 days upon receipt of notice to proceed.**

B. BUDGET

The Pamantasan ng Lungsod ng Pasig' Approved Budget CY2023, intends the sum of **Six Hundred Eighteen Thousand, Eight Hundred Fifty-One Pesos and Forty Centavos** (Php 618,851.40) being the Approved Budget for the Contract (ABC), for the procurement of the following office supplies.

	ITEM/DESCRIPTION	TECHNICAL SPECIFICATIONS
1	Duplex ADF Multi-feed Scanner <i>(Attached, MISO tabulation of proposal dated May 22-23, 2023 by Mr. Osorio)</i>	<ul style="list-style-type: none"> ▪ High-Speed Desktop Color Scanner, 600x600 dpi Optical Scan Resolution, approx 40ppm Simplex / 80ipm Duplex Scanning ▪ With single and dual-sided scanning speeds approx 40ppm1 and capacity of up to 60 pages ▪ Includes 7 applications to optimize, enhance and customize documents and workflows. ▪ 50 to 60-sheet Automatic Document Feeder (ADF) ▪ 2-sided scanning up to 80ipm ▪ Optical character recognition (OCR) ▪ Optimize workflows with Kofax, NewSoft and Scan Essentials Lite software ▪ Connect and scan using USB 3.0 and USB host
2	Projector with LCD Screen <i>(Attached, MISO tabulation of proposal dated May 22-23, 2023 by Mr. Osorio)</i>	Lumens: 4000 ANSI (min.) Lamp Life: 3000 hours, normal mode (min.) Supports SVGA to SXGA compressed Resolution: XGA Contrast Ratio: DLP: 2000:1 (min.) LCD: 500:1 (min.) Accessories: With power cable VGA cable Remote control CDs and User's Manual (Hard copy or soft copy) Carrying Case Wall or tripod screen (40x60) Warranty: Two (2) years warranty on parts and service except for the lens. Ninety (90) calendar days or five hundred (500) hours warranty on lamp whichever comes first. Brand shall be engraved/embossed/printed on the Item. Packaging: One (1) unit per box

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

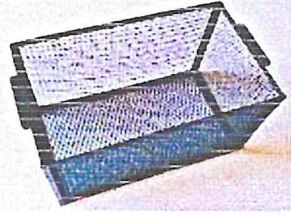

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TERMS OF REFERENCE and TECHNICAL SPECIFICATIONS


PROCUREMENT of OFFICE SUPPLIES (AUGMENTATION) CY 2023

3	Metal File Box (legal) 	<ul style="list-style-type: none"> ▪ Can store files Folder / envelop of long sizes. ▪ Made of metal, lightweight, sturdy, and durable. ▪ Size: L x W x H Approximately 15 x 9 x 10 inches ▪ Color: black ▪
4	Specialty Paper (Certificates)	<ul style="list-style-type: none"> ▪ Short: 215.9 mm x 279.4 mm (8.5 x 11") ▪ Pale Cream ▪ 10 pcs / pack ▪ 120 gsm
5	Certificate Holder	<ul style="list-style-type: none"> ▪ A4 size 8.27" x 11.69" ▪ Color: Green ▪ Clear / Transparent Plastic pocket ▪ with 2 Hangers (portrait or landscape) ▪ can be used for certificates, pictures, awards, etc.
6	Sticker Paper	<ul style="list-style-type: none"> ▪ 10pcs/pack ▪ White, Vinyl Glossy, Water resistant ▪ A4 size 8.27" x 11.69" ▪ Approx. 120 to 180 gsm
7	HD Laminating Machine 	<ul style="list-style-type: none"> ▪ A3/A4 Hot and Cold Laminating Machine ▪ Metal/compact appearance and features / Digital LCD Screen Control Pannel ▪ With reverse function ▪ Laminating width: at least 220mm ▪ Warm-up time: at least 3-6 mins ▪
8	HD Metal Adjustable Stapler	<ul style="list-style-type: none"> ▪ Adjustable, ▪ can staple approx 100 up to 240 Sheets ▪ Metal size: approx .28 x 6.5118cm ▪ Made in metal
9	HD Staple Wire	<ul style="list-style-type: none"> ▪ No. 23/15 (240 sheets)
10	Binder Clips	<ul style="list-style-type: none"> ▪ 1 X 5/8" ▪ 12 pieces / box
11	Sign Holder Pop Clip Stand / label tag	<ul style="list-style-type: none"> ▪ ABS Plastic materials, 5pcs per box ▪ At least 16 x 8 cm

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PROCUREMENT OF OFFICE SUPPLIES (AUGMENTATION) CY 2023

C. DELIVERABLES & WARRANTY

All items, various office machines and equipment included in this request as considered office supplies shall be completed and covered warranty on all parts, components, and have an after-sales services for a period of at least six (6) months after its inspection and acceptance by the Procuring Entity.

Respectfully yours,

LITO S. LLANERA
Procurement Officer

End-users:


PROF. ROWENA D. GIL, PROF. FEDERICO G. NUEVA, PROF. LEA VELASCO, MS. FELANY C. PONTE, DEAN GODOFREDO ZAPANTA, JR., MR. MICHAEL ANGELO RAMOS, MR. VICENTE PATAUEG, MS. JANICE B. ZAGALA, MR. JAROME JOSHUA CHUA, MS. NORILYN M. CABIAO, MS. JENKY R. ESTAYANI, MS. SHALEE MAY AMANDY, MS. JESSICA MIRASOL, MS. MA. SANDRA BOTONES, MS. MARIA THERESE MIADO, MS. LYLE GAYE SHIELLER and MS. DIANA CARLA QUIOGUE


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** (Form can be downloaded thru <https://www.gppb.gov.ph/downloadable-forms/#tab-61412>)

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- **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), 4th 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, 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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