



## REQUEST FOR QUOTATION

Date: 23 November 2023

RFQ No.: 100-23-07-1873

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 Equipment – General Services Office** with an Approved Budget for the Contract (ABC) of **Php 604,399.70**, 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
<b>LOT – 1 Office Supplies</b>								
1	<b>Handheld QR Barcode Scanner,</b> - Cordless, hard plastic material, heavy duty, can scan codes 8"-12" away, rechargeable, 6-10 hours standby time, standard optics, with base and power cord for charging, with manual, one (1) year warranty.		12	pcs	3,500.00	42,000.00		
2	<b>Barcode Satin Sticker,</b> - For labeling, 30mmx10mm, erase-proof, 100 stickers per roll		100	roll/s	450.00	45,000.00		
3	<b>blue gel pen,</b> - 0.5 mm, fine point		400	pcs	8.00	3,200.00		
4	<b>clear long folder,</b> - clear plastic front cover, paperback back cover		50	pcs	20.00	1,000.00		
5	<b>clear short folder,</b> - clear plastic front cover, paperback back cover		50	pcs	15.00	750.00		
6	<b>Cork Bord, 2ftx3ft,</b>		8	pcs	600.00	4,800.00		

	- aluminum frame with hook for hanging.							
7	<b>Correction fluid,</b> - Waterbase, 15 ml / bottle		30	bottle	45.00	1,350.00		
8	<b>Correction Fluid,</b> - Pen, waterbased 15ml / pc		15	pieces	44.78	671.7		
9	<b>Index Card white,</b> - 1/2 100's per pack		8	pack/s	121.5	972.00		
10	<b>Ink for printer, black 127ml,</b> - Epson code 001 ink bottle, 127ml, original		30	bottle/s	250.00	7,500.00		
11	<b>Ink for printer, cyan 127ml,</b> - Epson code 001 ink bottle, 127ml, original		20	bottle/s	250.00	5,000.00		
12	<b>Ink for printer, magenta 127ml,</b> - Epson code 001 ink bottle, 127ml, original		20	bottle/s	250.00	5,000.00		
13	<b>Ink for printer, yellow 127ml,</b> - Epson code 001 ink bottle, 127ml, original		20	bottle/s	250.00	5,000.00		
14	<b>Ink for printer, black 65ml,</b> - Epson code 003 ink bottle, 65ml, original		16	pcs	220.00	3,520.00		
15	<b>magazine file rack, black,</b> - thick and long, hard carton, can fit documents of sizes 13'x8' (see attached photo)		8	pcs	150.00	1,200.00		
16	<b>news print paper,</b> - long, 8.5" x 13", 48gsm, 500 sheets per ream		20	ream	150.00	3,000.00		
17	<b>ring bind comb, 10 mm,</b> - Black, 10mm, pvc material		50	pcs	4.00	200.00		
18	<b>USB Flash Drive 32gb,</b> - USB Type C, Plug and Play, with light indicator, with durable USB interface cover, with carrying sreap for neck or wrist, durable casing, One (1) year warranty or manufacturer's standard warranty.		15	pcs	270.00	4,050.00		
19	<b>USB Flash Drive Type C, 1TB,</b> - USB Type C, Plug and Play, with light indicator, with durable USB interface cover, with carrying strap for neck or wrist, durable casing, One (1) year warranty or manufacturer's standard warranty.		20	pcs	3,500.00	70,000.00		
20	<b>Document Basket Tray 3 tiers,</b> - Material : Metal Can fit legal-sized documents Dimensions: L14"xW*.5"xH		1	pcs	550.00	550		
21	<b>Long Bond Paper, 80gsm,</b> - White, 500 sheets per ream, 80gsm		15	ream/s	205.00	3,075.00		
22	<b>Memo Pad ruled L-8"x W 4",</b> - 100 leaves per pad, L-8"x W 4"		4	pad/s	200.00	800.00		
23	<b>Multipurpose Oil, Rust Remover Cleaner 11.02 oz,</b> - Volume: 11 oz per can		12	pcs	10.5	126.00		

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



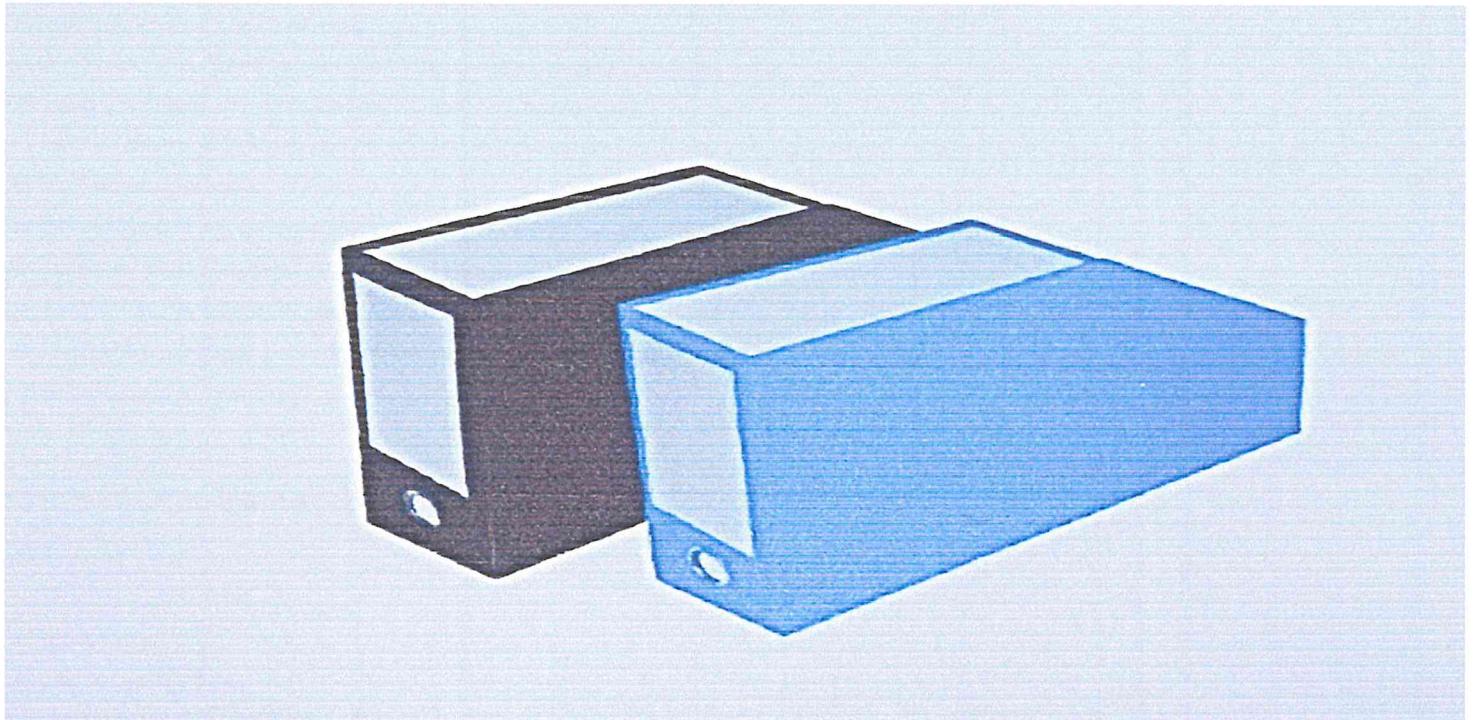
(02) 8643-1111 \* (02) 8641-1111 loc 1461 \*  bidsandawards@pasigcity.gov.ph \*

 pasigcity.gov.ph


Page 2 of 5 | RFQ No. 100-23-07-1873 | RLD


24	<b>white board magnetic,</b> - Size 4"x8", wall mounted, aluminum frame.		1	pcs	5,715.00	5,715.00		
25	<b>white board small magnetic,</b> - Size 3"x2", wall mounted, aluminum frame.		1	pcs	2,860.00	2,860.00		
26	<b>Short Bond Paper 500 sheets,</b> - White, 500 sheets per ream, 80gsm		15	ream/s	204.00	3,060.00		
<b>LOT – 2 Office Equipment</b>								
27	<b>Digital 3-1 Copier,</b> - Digital Printer / Copier (B&W) and color scanning of paper upto legal size. Copy and Print Speed : 20-25 prints per minute. Memory Capacity: Minimum 64MB Proper Capacity: 200-250 sheets of paper in casset and 1-sheet multipurpose tray. Paper Size: A6 to A4 on glass, upto legal on document processor. Toner Capacity: 2500-3000 copies. Built in Duplex Unit. Maintenance kit up to 100,000 copies. Built in Network and 2.0 USB Connection.		12	pcs	32,000.00	384,000.00		
<b>Note:</b> Other terms and conditions are stipulated in the attached Terms of Reference, if any.			<b>Total</b>		<b>604,399.70</b>			
<b>DELIVERY TERM:</b> Within <b>Forty-Five (45)</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.*



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

(02) 8643-1111 \* (02) 8641-1111 loc 1461 \*  bidsandawards@pasigcity.gov.ph \*

 pasigcity.gov.ph

Page 3 of 5 | RFQ No. 100-23-07-1873 | RLD

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> )
- **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), 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.

---

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

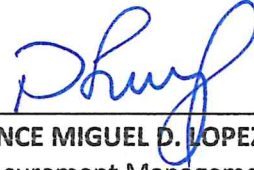


(02) 8643-1111 \* (02) 8641-1111 loc 1461 \*  bidsandawards@pasigcity.gov.ph \*

 pasigcity.gov.ph

Page 4 of 5 | RFQ No. 100-23-07-1873 | RLD

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:



\_\_\_\_\_  
Signature over Printed Name


\_\_\_\_\_  
Position

Duly authorized to sign quotation/offer for and on behalf of \_\_\_\_\_  
(Please indicate Company Name)

---

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

 (02) 8643-1111 \* (02) 8641-1111 loc 1461 \*  [bidsandawards@pasigcity.gov.ph](mailto:bidsandawards@pasigcity.gov.ph) \*

 [pasigcity.gov.ph](http://pasigcity.gov.ph)

Page 5 of 5 | RFQ No. 100-23-07-1873 | RLD