



## REQUEST FOR QUOTATION

Date: 29 November 2023

RFQ No.: 100-23-10-2166

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, Equipment, and Furniture – Procurement Management Office** with an Approved Budget for the Contract (ABC) of **Php 452,617.16**, 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</b>								
1	Cyan Toner Cartridge for HP E87650		2	pcs	38,998.00	77,996.00		
2	Magenta Toner Cartridge for HP E87650		1	pcs	38,998.00	38,998.00		
			<b>Subtotal:</b>		<b>116,994.00</b>			
<b>LOT - 2</b>								
3	<b>Sacks,</b> - Pattern: plain - Color: assorted - Capacity: 50 kg - Size: 21" x 38"		300	pcs	20.00	6,000.00		
4	<b>Recyclable Box,</b> - Carton type - Corrugated boxes - Pattern: plain - Color: brown - Size: W 23" x D 23" x H 23"		300	pcs	50.00	15,000.00		
5	<b>Data File Box,</b>		23	pcs	84.92	1,953.16		



	<ul style="list-style-type: none"> <li>- 125mm x 230mm x 400mm, - With closed ends</li> <li>- Outside Dimension: W (min.): 125 mm H (min.): 230 mm L (min.): 400 mm</li> <li>- Material: Chipboard (min.): 3 mm thick</li> <li>- Leatherette paper for outside cover</li> <li>- Coated paper for inside cover</li> <li>- Front of the box: with finger ring and pocket for label insert</li> <li>- Assorted colors</li> </ul>							
			<b>Subtotal:</b>		<b>22,953.16</b>			
	<b>LOT - 3</b>							
6	<b>Office Chair,</b> <ul style="list-style-type: none"> <li>- 360 degrees swivel function</li> <li>- Seat Upholstery: Combination of mesh and fabric</li> <li>- Back rest material: mesh</li> <li>- Adjustable seat height</li> <li>- With armrest</li> <li>- Star base with wheel</li> <li>- Dimension (please check illustration)</li> <li>- Color: Black, blue or gray</li> <li>- Weight Capacity: 100 kg</li> </ul>		21	pcs	4,070.00	85,470.00		
7	<b>Office table,</b> <ul style="list-style-type: none"> <li>- Pedestal 3-Drawer Cabinet and table in one</li> <li>- 2.5 cm thickness of laminated hardwood</li> <li>- Steel frame, which is powder-coated preventing it from rusting</li> <li>- Gauge 20 thickness of the steel frame</li> <li>- Table comes with a pedestal 3-drawer cabinet, central lock, powder-coated</li> <li>- Pedestal color: Beige or gray</li> <li>- Dimension of table: W 60 cm x L 120 cm x H 74 cm (+/- 2 cm)</li> <li>- Pedestal 3-drawer: W 40 cm x L 56 cm x H 71 cm (+/- 2 cm); gauge 20 thickness</li> </ul>		13	pcs	9,300.00	120,900.00		
			<b>Subtotal:</b>		<b>206,370.00</b>			
	<b>LOT - 4</b>							
8	<b>Colored Printer,</b> <ul style="list-style-type: none"> <li>- Capable to print, scan, copy and fax with Automatic Document Feeder</li> <li>- Printing Method: Inkjet or equivalent energy-saving technology</li> <li>- Ink Technology: Dye Ink (variable-sized droplet technology, at least four colors: black, cyan, magenta, yellow)</li> </ul>		5	units	18,700.00	93,500.00		

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	<ul style="list-style-type: none"> <li>- Nozzle Configuration: at least 160 nozzles for black, minimum of 50 nozzles per color</li> <li>- Printing Resolution: maximum of 5760 x 1440 dpi</li> <li>- Compliant with ISO/IEC or equivalent international standards when it comes to printing and copying speeds <ul style="list-style-type: none"> <li>- Minimum copying size: 8.5" x 14" (legal-sized paper)</li> </ul> </li> <li>- Scanning speed of at least 200 dpi</li> <li>- Optical resolution minimum of 1200 x 2400 dpi</li> <li>- Maximum scan area: size A4</li> <li>- Capable of various output scan formats</li> <li>- Has page memory of at least 200 x 200 dpi</li> <li>- Capable of various fax features and functionalities</li> <li>- Automatic Document Feeder</li> <li>- Capable of handling various paper sizes</li> <li>- Capable of various connection interfaces for printer sharing including USB and WiFi</li> <li>- Supports various cloud printing functionalities</li> <li>- Supported by manufacturer's application/s that can optimize the printer functionalities</li> <li>- With at least 1 year warranty</li> </ul>							
			<b>Subtotal:</b>		<b>93,500.00</b>			
	<b>LOT - 5</b>							
9	<b>Postpaid Plan with Device,</b> <ul style="list-style-type: none"> <li>- Subscription of Postpaid Plan with Device</li> <li>- with unlimited calls to all networks</li> <li>- with unlimited texts to all networks</li> <li>- with unlimited calls to any landline</li> <li>- with 8GB data allocation</li> <li>- with mobile phone</li> <li>- Monthly Fee = Php 800.00 x 2 months</li> <li>- <b>DEVICE SPECIFICATIONS</b> (Mobile Phone) <ul style="list-style-type: none"> <li>Network: Technology - LTE, 4G or 5G</li> <li>Memory: At least 3 GB</li> <li>Storage: At least 32GB</li> <li>SIM: Single SIM</li> <li>Battery: 5,000 mAh - 7,000 mAh</li> <li>Color: Any color</li> <li>Accessories: Charger</li> </ul> </li> <li>- <b>PAYMENT TERM:</b> Monthly service fee shall be processed within 45 calendar days</li> </ul>		8	units	1,600.00	12,800.00		

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	from receipt of monthly billing statement.						
			<b>Subtotal:</b>	<b>12,800.00</b>			
<b>Note:</b> Other terms and conditions are stipulated in the attached Terms of Reference, if any.			<b>Total</b>	<b>452,617.16</b>			
<b>DELIVERY TERM:</b> 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.*



**PROCUREMENT MANAGEMENT OFFICE**

**TERMS OF REFERENCE**

**A. PROJECT TITLE**

Supply and Delivery of Various Office Supplies

**B. P.R. NO.:** 100-23-10-2166

**C. LOCATION**

PMO Office, 4<sup>th</sup> Floor, Pasig City Hall, Caruncho Avenue, San Nicolas, Pasig City

**D. PROPONENT AND IMPLEMENTING AGENCY**

City Government of Pasig – Procurement Management Office

**E. APPROVED BUDGET FOR THE CONTRACT**

Four Hundred Fifty-Two Thousand Six Hundred Seventeen Pesos and 16/100 (PHP452,617.16) inclusive of all applicable taxes.

**F. DELIVERY SITE**

Central Supply Depot, Brgy. Sto. Tomas, Pasig City

**G. DELIVERY TERM**

For all items, the engagement is for the period of fifteen (15) calendar days upon issuance of Notice to Proceed except for the items listed below:

ITEMS	FINAL DELIVERY
Lot 1	Within seven (7) calendar days after issuance of Notice to Proceed
Lot 2	Within fifteen (15) calendar days after issuance of Notice to Proceed
Lot 3	Within thirty (30) calendar days after issuance of Notice to Proceed
Lot 4	Within thirty (30) calendar days after issuance of Notice to Proceed
Lot 5	Within fifteen (15) calendar days after issuance of Notice to Proceed

*Please see attached photos for items 6 and 7.*

Prepared by:

  
**MARK P. DE LA CRUZ**  
 Administrative Assistant II



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**Office Table**



x

**OFFICE CHAIR**



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**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.

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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)

**SGD**

**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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