



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 10348530  
**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

<b>Solicitation Number:</b> R2 100-23-07-1739	<b>Status</b>	<b>Active</b>
<b>Trade Agreement:</b> Implementing Rules and Regulations		
<b>Procurement Mode:</b> Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Associated Components</b>	1
<b>Classification:</b> Goods		
<b>Category:</b> Office Equipment Supplies and Consumables	<b>Bid Supplements</b>	1
<b>Approved Budget for the Contract:</b> PHP 280,990.00		
<b>Delivery Period:</b> 30 Day/s	<b>Document Request List</b>	2
<b>Client Agency:</b>		
<b>Contact Person:</b> 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	<b>Date Published</b>	23/11/2023
	<b>Last Updated / Time</b>	29/11/2023 11:05 AM
	<b>Closing Date / Time</b>	04/12/2023 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, December 04, 2023 at 9:00 AM

Please be guided accordingly

**Created by** ATTY. PONCE MIGUEL D. LOPEZ

**Date Created** 22/11/2023

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.