



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 10335677  
**Procuring Entity** CITY OF PASIG  
**Title** Supply and Delivery of Various Office Supplies – Pasig City Library  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b> 100-23-01-225	<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>	2
<b>Approved Budget for the Contract:</b> PHP 298,970.97		
<b>Delivery Period:</b> 30 Day/s	<b>Document Request List</b>	3
<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>	20/11/2023
	<b>Last Updated / Time</b>	01/12/2023 17:33 PM
	<b>Closing Date / Time</b>	04/12/2023 09:00 AM

#### Description

##### Items Quantity / Units

1 Accession Record, 8.5"x14"(200 pages)75gsm  
hardbound cover 6 pcs  
2 Acetate, plastic cover, #3 hard thick, 50m length 4 rolls  
3 Acetate film sheet for lamination, size A4  
100 sheets per pack  
80 microns 50 packs  
4 Ballpen, color black  
ball point  
0.5mm 272 pcs  
5 Battery AA, 4's 6 packs  
6 Battery AAA, 4 's 6 packs  
7 BLADE CUTTER 1" 6 pcs  
8 Bond Paper, A4 size 80gsm 500 sheets per ream 20 reams  
9 Bond Paper Long (Legal size),  
80gsm 500 sheets per ream 60 reams  
10 bookends, Material: Steel  
color: blue

size:42cm x 22cm x14cm(approximate) 10 pairs  
11 Calculator, Solar powered 12 digit calculator metal panel 2 pcs  
12 Clipboard, Legal Size/plastic 12 pcs  
13 Correction Tape, 8m length  
5mm width 80 pcs  
14 Crayons, 24 color 66 boxes  
15 Brown Envelope, size A4  
100 pcs per pack 2 packs  
16 Envelope Brown (Legal) 100's, 100 pcs per pack 2 packs  
17 Envelope mailing, white 100 pcs per pack  
size: Width 11cm Length 24cm 4 packs  
18 Fastener, Plastic material paper fastener  
7cm 50 sets per box 12 boxes  
19 Long folder brown, 100 pcs per pack 5 packs  
20 folder a4 brown color, 100 pcs per pack 4 packs  
21 folder long expandable paper hard(dark blue color) 100 pcs  
22 Glue All Purpose (200g w/ applicator), 12pcs/box 12 box  
23 Illustration Board, (1 whole) 4 pcs  
24 INDEX CARD, 3"x5", 500 pcs per pack 6 packs  
25 sticker paper, luminous sticker paper (blank Label sticker)  
color: blue  
size: A4  
5 sheets per pack 5 packs  
26 sticker paper, luminous sticker paper(blank label sticker)  
color: yellow  
size: A4  
5 sheets per pack 5 packs  
27 sticker paper, luminous sticker paper(blank label sticker)  
color: green  
size: A4  
5 sheets per pack 5 packs  
28 sticker paper, luminous sticker paper(blank label sticker)  
color: red  
size: A4  
5 sheets per pack 5 packs  
29 stackable magazine rack, magazine rack for library use  
dark blue color  
material: steel  
size: 2' Length x 3' Width x 2' Height(approximate) 7 pcs  
30 Marker fluorescent, 3 colors/set 24 packs  
31 Marker Permanent, color black, bullet type 36 pcs  
32 White Pad Paper, size: 8.5" X 13"  
90 sheets per pad 12 pads  
33 Paper Clip, size : jumbo  
100 pcs per box 12 boxes  
34 Yellow Pad Paper, size: 216mm X 330mm  
55 gsm 80 sheets per pad 12 pads  
35 Paper Clip, size : small  
100 pcs per box 12 boxes  
36 Paper puncher, 02 holes  
material: Steel  
size 7cm hole to hole 2 pcs  
37 glue all purpose (916ml/1quart), glue all purpose with applicator 24 jars  
38 Pencil sharpener, heavy duty hand crank  
material : metal 2 pcs  
39 Pencil #1, 12 pcs per box 11 boxes  
40 Record Book 300 pages, size 214mm x 278mm min. 12 pcs  
41 Rubber Band, Big ring size  
350 gms per box 6 boxes  
42 24" Ruler Transparent, material : clear plastic 18 pcs  
43 Sign pen black 0.5, non refillable 12 pcs  
44 Stapler heavy duty, standard size 5 pcs  
45 Scissors heavy duty medium size, size: 25cm 6 pcs  
46 staple wire #. 26-6, 5000 staple wires per box 12 boxes  
47 Sticker label for card catalog, printable  
10pcs/pack  
size: 25cm x 35cm 120 packs  
48 Masking Tape, 1"  
(24mm)  
20 yards 12 rolls  
49 Tape Dispenser, Table top, heavy duty  
size: 12mm/18mm/24mm (approximate)  
color : Blue 3 pcs  
50 Tape, type: packaging  
size: 2 inches by 30 meters

color white 12 rolls  
 51 tape transparent 1", 100 meters per roll 100 rolls  
 52 Whiteboard marker (black) 36 pcs  
 53 specialty paper short white(200gsm) (100sheets) 8 packs  
 54 Illustration board, 1/8 29 pcs.  
 55 Air Freshener, 280ml lemon scent spray, aerosol type 40 can  
 56 Alcohol Ethyl, 70% alcohol unscented 24 gallons  
 57 Bathroom soap, 90 g. 60 pcs  
 58 Broom, soft(tambo), Weight 200g 24 pcs  
 59 Broomstick (tingting), 7" diameter 80 pcs  
 60 Cleanser powder, 500 grams scouring cleanser powder 24 can  
 61 Detergent Powder all purpose, weight 1kilo 58 pcs  
 62 Dustpan, plastic material  
 Height 27"  
 Width 11" 12 pc  
 63 Multi insect killer spray, 150ml spray aerosol type 36 can  
 64 Mop handle, Material wood  
 approx 63" long 14 piece  
 65 Mophead, Mophead, made of rayon, weight: 400 grams min 4 piece  
 66 Muriatic Acid 4 gallon  
 67 Polisher Pad, Material Wool, Floor Polishing Pad, Size: 16 inches, Color: White 2 pcs  
 68 Rags Cotton, round size approx 7" 12 pcs  
 69 Scouring pad, 5pcs per pack approx 9" 12 packs  
 70 Toilet deodorant cake(big), 50gms 60 pcs  
 71 Toilet Tissue Paper, 4", 2 ply, 150 pulls/roll, 300 sheets 144 rolls  
 72 Waste Basket, plastic material  
 square in shape approx 14" height and  
 14" width 12 pcs  
 73 Bleach, 500 ml per bottle  
 lemon scent 484 bottle  
 74 Bulb LED 9 watts, screw type white color 36 pcs  
 75 Extendable solid handheld glass cleaning squeegee wiper with sponge,  
 plastic material approx 47" height and 10" width 2 pcs  
 76 Hand liquid soap 1 gallon 12 gals  
 77 Hose 60 meters PVC, 1/2" pvc hose with nozzle and connector set 60 meters  
 78 Padlock hardened solid brass 60mm 2 pcs  
 79 Push brush, wooden handle-HD 12" width 12 pcs  
 80 Toilet scrub brush, plastic material approx 14" in height 12 pcs  
 81 Trashbag GPP black, size XXL 18 1/2 x 18 1/2 x 40  
 100pcs per pack 12 packs  
 82 Twine plastic, big size 3/4 kilo per roll 12 roll  
 83 water container drum (160L) blue color 4 pcs  
 84 Educational Materials(building blocks)set 01,  
 65 pcs per set, age 1 y/o up,  
 plastic parts, non-toxic  
 size of pieces 2.5" L by 1.25" W by 1.25" H 1 set  
 85 Educational Materials(building blocks)set 02,  
 80 pcs per set, age 1 y/o up,  
 plastic parts, non-toxic  
 size of pieces 2.5" L by 1.25" W by 1.25" H 2 set  
 86 Educational Materials(building blocks)set 03,  
 60 pcs per set, age 1 y/o up,  
 plastic parts, non-toxic  
 size of pieces 2.5" L by 1.25" W by 1.25" H 2 set  
 87 EPSON 003 Ink Bottle 65ml (Black) 17 bottle  
 88 EPSON 003 Ink Bottle 65ml (Cyan) 7 bottle  
 89 EPSON 003 Ink Bottle 65ml (Magenta) 7 bottle  
 90 EPSON 003 Ink Bottle 65ml (Yellow) 7 bottle  
 91 EPSON 001 INK BOTTLE (BLACK) 11 btl  
 92 EPSON 001 INK BOTTLE (CYAN) 7 btl  
 93 EPSON 001 INK BOTTLE (MAGENTA) 7 btl  
 94 EPSON 001 INK BOTTLE (YELLOW) 7 btl  
 95 Stamp Pad, Ink violet color  
 size 3" X 4.5" 4 pcs  
 96 Stamp pad felt pad, Felt #2  
 size 4" X 2.75" 2 pc

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)  
-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** 17/11/2023

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