



## REQUEST FOR QUOTATION

Date: 08 February 2024  
RFQ No.: **100-24-01-165**

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 – City Legal Office** with an Approved Budget for the Contract (ABC) of **Php 304,372.50**, 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	Bond/Copy Paper Legal multi-purpose, 80 gsm		100	ream	350.00	35,000.00		
2	Customized with Logo Mail Envelope White (long), Logo Size: 1/2 inch Envelope: 4 1/8 in x 9 1/2 in		100 0	pcs	16.00	16,000.00		
3	Data File Box, Made of chipboard, with closed ends, 3 mm thick Size: 125 mm x 230 mm x 400 mm		25	pcs	192.00	4,800.00		
4	Highlighter, Fluorescent, 3 colors per set		15	set	152.00	2,280.00		
5	tape Transparent, width: 24 mm length: 50 m		50	rolls	74.25	3,712.50		
6	Scissors, symmetrical, blade length: 65mm		6	pcs	50.00	300.00		
7	stapler metal, Type: desktop, high capacity/volume Compatible with the following staple wire sizes: 13mm and 17mm Material: - body: metal		1	pc	1,600.00	1,600.00		

	<ul style="list-style-type: none"> <li>- base grip: non-skid durable material</li> <li>Stapling Capacity for 13mm staple wire: 25-90 sheets of 70 gsm multi-purpose paper</li> <li>Stapling Capacity for 17mm staple wire: 25-135 sheets of 70 gsm multi-purpose paper</li> <li>Load Capacity: 100 staples (min)</li> <li>Throat: <ul style="list-style-type: none"> <li>- Depth: 65mm (min) with adjustable paper guide</li> </ul> </li> <li>Dimension: Manufacturer's Standard</li> <li>Brand shall be engraved/embossed/printed/permanent stickered on the item</li> <li>Warranty: 1 year</li> </ul>							
8	<ul style="list-style-type: none"> <li>Dating and stamping (self-inking date stamps), Frame: steel and plastic or sturdy all plastic frame</li> <li>Four band date and 12 year band</li> <li>Date Format: MM-DD-YYYY</li> <li>Self-inking stamp pad</li> <li>Acceptable colors: black, violet or red</li> <li>With locking mechanism</li> <li>With removable and refillable ink pad, single color</li> <li>Size of Imprint (min): 30mm x 45mm</li> </ul>		4	pcs	570.00	2,280.00		
9	<ul style="list-style-type: none"> <li>Desk Tray, metal, wire mesh, 3 layers</li> <li>dimension: approximately 30cm x 25cm x 38cm</li> </ul>		15	pcs	450.00	6,750.00		
10	<ul style="list-style-type: none"> <li>Customized Personalized Note Pad, 70 gsm, 250 sheets</li> <li>width: 5.5 inches</li> <li>length: 8.5 inches</li> </ul>		18	pcs	75.00	1,350.00		
11	<ul style="list-style-type: none"> <li>Stapler Remover, plier type, stainless, standard size</li> </ul>		3	pcs	100.00	300.00		
12	<ul style="list-style-type: none"> <li>Filing Cabinet, steel made, 4-drawers provided with centralized lock with duplicate keys, ball bearing suspension</li> <li>color: light gray, dark gray enamel coated finish</li> <li>dimensions: approximately 53"H x 19"W x 28"D Gauge #24</li> </ul>		4	pcs	15,000.00	60,000.00		
	<b>LOT 2</b>							
13	<ul style="list-style-type: none"> <li>3- in-1 Colored Printer, Print head: Precision Core Print Head</li> <li>System Type: Continuous Ink Tank</li> <li>Printing Direction: Bi-directional printing, Uni-directional printing</li> <li>Print Resolution: Minimum 4800 x 1200 dpi</li> <li>Print Speed: Minimum 33ppm for black and 20ppm for colored</li> <li>Duplex Printing: Automatic 2-sided printing</li> <li>Copy Speed: Minimum 11 ipm for black and 5.5 ipm for colored</li> <li>Maximum Copy Size: A4 Letter for flatbed</li> <li>Maximum Copies from Standalone: 99 copies</li> <li>Scanner Type: Flatbed Color image scanner</li> <li>ADF Function: Shall have ADF function <ul style="list-style-type: none"> <li>- Maximum Copy Size: Legal Size</li> <li>- Paper Capacity: Maximum of 30 pages</li> </ul> </li> </ul>		5	pcs	19,000.00	95,000.00		

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



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	<p>Interface: at least hi-speed USB 2.0 Network: Ethernet, Wifi IEEE 802. 11n. OS Compatibility: Mac OS X 10.6.8 and Windows 8/8.1/10 or later</p> <p>Other requirements: Individual in bottles (BK, C, Y, M) plus extra black ink bottle Software CD Warranty Document The units shall be brand new</p> <p>Warranty: - 2 years service warranty or replacement in case the units and/or parts are found defective - supplier must have accredited/authorized service centers in Metro Manila. - warranty shall commence upon issuance of acceptance report by the OGS and en-user.</p>							
14	<p>Automatic Document Feeder with Flatbed Document Scanner, Flatbed Scanner Color Document Scanner (Auto Feeder) scanning type: automatic document feeder with flatbed document scanner scan speed: at least 40ppm scanning resolution: at least 300 up to 600 dpi feed tray capacity: at least 60 sheets daily duty cycle: at least 4,000 pages other function: support Optical Character Recognition (OCR) image output: binary, grayscale, color, multistream (color &amp; binary or gray &amp; binary) output file formats: jpeg, tiff, png, pdf, searchable pdf paper size for flatbed: support letter - A4 interface: at least USB 2.0 ports power requirement: AC100 - 240V warranty: 1 year (parts and service)</p>		1	pc	75,000.00	75,000.00		
<p><b>Note:</b> Other terms and conditions are stipulated in the attached Terms of Reference, if any.</p>					<b>Total</b>	<b>304,372.50</b>		
<p><b>DELIVERY TERM:</b> Within <b>Thirty (30)</b> calendar days upon the receipt of Notice to Proceed.</p>								

*\*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.*

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OFFICE OF THE CITY LEGAL OFFICER



8th Floor, Pasig City Hall, Caruncho Ave., Barangay San Nicolas, Pasig City 1600 Metro Manila

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1.5 cm  
1/2 inch diameter

**PASIG**

**OFFICE OF THE CITY LEGAL OFFICER**  
8th Floor, Pasig City Hall Building  
Caruncho Avenue, San Nicolas, Pasig City, 1600  
legal@pasigcity.gov.ph Tel No. 8643-1115

11 pld  
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Caruncho

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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. BEA THERESE P. VILLANUEVA**

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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