



REQUEST FOR QUOTATION

Date: 21 March 2024

RFQ No.: **100-24-01-354**

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 – Internal Audit Service Unit** with an Approved Budget for the Contract (ABC) of **Php 137,100.00**, 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
LOT 1								
1	clearbook, 20 transparent pocket, for A4 size		5	pcs	75.00	375.00		
2	clearbook, 20 transparent pockets, For Legal size		10	pcs	100.00	1,000.00		
3	Sign Pen, Blue, 0.7mm, roller type		15	pcs	75.00	1,125.00		
			SubTotal		2,500.00			
LOT 2								
4	Swivel Chair, With gas lift lever, armrest		6	unit	2,500.00	15,000.00		
5	Folding Table, Metal legs, formica top 20"x60"		3	unit	2,000.00	6,000.00		
6	Mobile pedestal, 3 drawers Cabinet Color: Black		10	pcs	4,300.00	43,000.00		
7	Push Cart, Steel Platform Loading face (L x W): 910 x 610mm (36" x 24") Loading capacity:		1	pc	11,000.00	11,000.00		

	300KG. (600 lb) Caster size:130mm (5")							
8	white board, For wall mounting; one sided for wall mounting white board; 60cmx 90CM with pen /eraser tray		2	unit	2,000.00	4,000.00		
9	White board, With stand, 2-sided ;auto rotate with ABS corner protection; white with black stand; 90x120cm; high quality material ; rotate to other side with only one press, full length pen tray on stand; smooth in writing and erasing; dual side magnetic white board; large size wheel with lock and unlock function; firmly triangle design on stand		1	unit	7,000.00	7,000.00		
			SubTotal		86,000.00			
	LOT 3							
10	Video recorder, Full HD video/9.2MP Stills, Exmor R CMOS sensor, Bionz X Processor,Zeiss 30x Optical Zoom Lens,Optical steady shot image stabilization, XAVC S Recording, AVCHD and MP4, 2.7" flip-out LCD view screen ,supports memory stick micromedia Cards, Supports Micro SD/SDHC/SDXC media cards.		1	unit	5,000.00	5,000.00		
11	Audio Recorder, Zinc alloy monobloc housing that is drop resistant, encryption function to protect its own data, low power consumption, integrates recording pen, MP3 and mobile hard disk. Support loop function,A-B segment repeat function and other playback functions. Record remaning time query function. Direct sound from built-in hi-fi speakers. No eye damage, LED backlight. VOR voice recording function; One-click recording operation Built-in lithium battery, Rechargeable: 1* Host1* User manual* USB Cable		1	unit	7,500.00	7,500.00		
12	White screen, For Projector Screen ration 4:3 ; 1970mmx1480mm; 4-layer plastic fiber curtain; with foldable stand, adjustable height, flexible disassembly and installation; thickened metal scaffolding for stable support		1	unit	10,000.00	10,000.00		
13	Webcam, Webcam: Full-HD WebCam built-in microphone (noise-canceling technology); built-in microphone with applied noise canceling technology Resolution: Full HD 1080P, 1920*1080 pixels Lens type: Full HD Glass Lens Viewing angle: 70 degrees Focus type: Fixed focus Focus Range: 60CM and beyond Built-in Microphone: Digital HD omni-directional Microphone Output Format: MJPEG Frame rate: 30fps		2	unit	2,000.00	4,000.00		

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



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	USB : USB 2.0 System requirements: Compatible with: windows 7/8/8.1/10 or later Works in USB Video Device Class (UVC) Mode;; Mac OS 10.6 or Later Chrome OS 6.0 or later; Android v6.0 or Later Compatible wth social and video calling software							
14	Headsets,, 3.5 mm plug Single pin; compatible with PC, mobile phones and tablets; noise canceling microphone ;adjustable headband; weight .25kg length 20CM , width 24CM; height 6.5CM		3	pcs	700.00	2,100.00		
15	multimedia projector, 4000 min ANSI lumens		1	unit	20,000.00	20,000.00		
			SubTotal		48,600.00			
Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.			Total		137,100.00			
DELIVERY TERM: Within Thirty (30) calendar days upon the receipt of Notice to Proceed.								

**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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INTERNAL AUDIT SERVICE OFFICE

City Government of Pasig


TERMS OF REFERENCE


Technical Specifications

	ITEM	FUNCTIONAL	PERFORMANCE	DESIGN
1	Swivel Chair	Can carry up to a 100-120 kilo person	Comfortable, sturdy, and functional	With gas lift lever With comfortable armrests Fabric seat 4cm cushion Breathable Mesh Back Adjustable seat height 360-degree swivel function Dimensions: 60 (W) x 50 (D) x 101 (H) cm Weight: 9-12 kgs.
2	Folding table	A compact and easy to store table to be used as necessary in the exigency of service	Lightweight Easy to transport, set-up, take down Non-marring foot caps Impact resistant corners	Metal legs Formica Top 20" x 60"
3	Mobile Pedestal	Can store office materials and documents	1 Central Lock Dedicated pens/pencil drawer with pen tray 1 deep filler that can fit files for A4 containers	3-Drawer Cabinet Color: Black/White/Gray Five wheels on the bottom, the front wheels with brake Material: Powder-coated steel Domensions: 40(W) x 56.5(D) x 65.5(H) cm Weight: 14-20kgs
4	Push Cart	Can transport or carry materials that can be pushed by 1 to 2 persons	Capable of carrying and conveying 300 kilograms of materials	Material: -Handle: Cold Rolled Steel -Platform: Steel -Wheel: TPR (Thermal Plastic Rubber) Loading Face: -Length: 36 inches -Width: 24 inches Weight: <40 kilos Load Capacity: 300 kilograms Caster size: 5 inches
5	White Board	One-sided wall mounting whiteboard for announcements, reminders, etc.	One sided For Wall Mounting Smooth in writing and provides excellent erasability	Size: 60cm x 90 cm With pen/eraser tray Includes Mounting brackets and hardware
6	White Board	Two-sided with stand Dual side magnetic white board for writing, illustrating, brainstorming, etc.	Auto rotate with ABS corner protection Can rotate to the oter side with only one press Smooth in writing and erasing	Color: White with black stand Size: 90x120 cm High Quality Material Full Length pen tray Magnetic White board Large size wheel with lock and unlock function Firmly Triangle Design on stand

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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), 4th 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, 4th 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

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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