



REQUEST FOR QUOTATION

Date: 03 May 2024
RFQ No.: **100-24-02-364**


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 – SK PRESIDENT OFFICE** with an Approved Budget for the Contract (ABC) of **Php 423,479.00**, 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.

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	Bond Paper, A4 SIZE, WHITE, 70GSM, 500s		50	ream	273.00	13,650.00		
2	Bond Paper, LEGAL SIZE, WHITE, 70GSM, 500s		50	ream	311.00	15,550.00		
3	EPSON INK #003 (BLACK), EPSON 003 BLACK 700 ML		10	bottles	307.00	3,070.00		
4	EPSON INK #003 (CYAN), EPSON 003 CYAN 700ML		10	bottles	307.00	3,070.00		
5	EPSON INK #003 (MAGENTA), EPSON 003 MAGENTA 700ML		10	bottles	341.00	3,410.00		
6	EPSON INK #003 (YELLOW), EPSON 003 YELLOW 700ML		10	bottles	341.00	3,410.00		
7	Masking Tape, 2", 24MMX22M		20	pcs	40.00	800.00		
8	binder clip (1 5/8), BLACK 1 5/8' 12 PIECES PER BOX		20	box/es	53.00	1,060.00		
9	Paper Clip, 33MM, VINYL COATED, ASSORTED COLOR, 100 PIECES PER BOX		100	box/es	44.00	4,400.00		
10	Paper Clip, 50MM, VINYL COATED, ASSORTED COLOR, 100 PIECES PER BOX		50	box/es	66.00	3,300.00		
11	Folder, WHITE, LEGAL SIZE		1000	pcs	8.00	8,000.00		

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




(02) 8643-1111 * (02) 8641-1111 loc 1461 *  bidsandawards@pasigcity.gov.ph *


 pasigcity.gov.ph

12	Brown Envelope, LONG, 10 PIECES PER PACK,10"X15", 150GSM		50	pack/s	32.00	1,600.00			
13	Sticker Paper Matte, A4 SIZE WHITE STICKER PAPER 10 PIECES PER PACK		20	pack/s	65.00	1,300.00			
14	Vellum board paper, WHITE A4 SIZE		200	pack/s	43.00	8,600.00			
15	Gel Type Pen, BLACK, 0.7MM		600	pcs	8.00	4,800.00			
16	Plastic Tape, CLEAR, 48MM (2") WIDTH, 50 YARDS		40	pcs	25.00	1,000.00			
17	Permanent Marker, BLACK, POINTED		50	pcs	42.00	2,100.00			
18	Certificate holder, Letter Size, RED COLOR		150	pcs	48.00	7,200.00			
19	Double Adhesive Tape, 24MM X 9M		20	pcs	61.00	1,220.00			
20	black gel pen, 0.5MM, FINE POINT		60	pcs	35.00	2,100.00			
21	Highlighter, 5 PIECES PER SET, SET WITH COLOR 1 BLUE, 1 ORANGE, 1 YELLOW, 1 PINK AND 1 GREEN		20	set/s	121.00	2,420.00			
22	Pencil, NO. 2, 12 PIECES PER BOX		20	box/es	131.00	2,620.00			
23	Scissors, METAL, 7"		10	pcs	143.00	1,430.00			
24	Plastic Fastener (Colored, 100pcs/box), 7CM, ASSORTED COLOR		20	box/es	52.00	1,040.00			
25	Certificate Holder, LETTER SIZE, COLOR BLUE		150	pcs	48.00	7,200.00			
26	puncher, 2 HOLES, 70MM		3	pcs	297.00	891.00			
27	Stapler #35, WITH BUILT-IN REMOVER, NO. 35		5	pcs	110.00	550.00			
28	Tape Dispenser, TABLE TOP, FOR 24MM WIDTH TAPE		3	pcs	131.00	393.00			
29	Packaging Tape, TRANSPARENT, 3" X 72M		20	pcs	58.00	1,160.00			
30	Whiteboard marker (black), POINTED		20	pcs	26.00	520.00			
31	Paper Cutter, PAPER TRIMMER, WOOD BASE, 15 X 18 (A3)		2	pcs	2,163.00	4,326.00			
32	CORRECTION TAPE, FILM BASE TYPE		50	pc.	40.00	2,000.00			
33	Calculator, 12 DIGIT DESK TOP CALCULATOR, SOLAR OPERATED		3	unit	494.00	1,482.00			
34	Magasine File Organizer, 15.5" X 9.5" X 4.5"		30	pcs	169.00	5,070.00			
35	Magnetic White Board,,,, WITHOUT STAND, 60CM X 90CM		3	pcs	1,088.00	3,264.00			
36	Memo Cork Board, 18CM x 24CM, WITH FRAME		4	pcs	340.00	1,360.00			
37	Toner Cartridge, BLACK FUJIFILM C2560		25	pcs	4,950.00	123,750.00			
			IN FIGURES			PHP 249,116.00			
	TOTAL COST		IN WORDS			TWO HUNDRED FORTY-NINE THOUSAND ONE HUNDRED SIXTEEN PESOS			
	LOT 2								
38	Executive Chair - High Back, BLACK, LEATHER, WITH HEAD, ARM & FOOT REST		3	pcs	7,645.00	22,935.00			

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



(02) 8643-1111 * (02) 8641-1111 loc 1461 *  bidsandawards@pasigcity.gov.ph *

 pasigcity.gov.ph

39	Office Table ,, 24X48, BEIGE COLOR WITH DRAWER		8	pcs	3,185.00	25,480.00		
40	Office Tables, Clerical Tables size : 47" x 29" x 23 1/2" Color Beige with 2 drawers side PVC Edging Laminated		2	pcs	8,029.00	16,058.00		
41	office chair with arm rest, BLACK, WITH ARM REST, MID BACK MESH COMPUTER CHAIR, 69CM X 49CM X 88CM		8	pcs	3,405.00	27,240.00		
42	Mobile pedestal 3 Layers, 3 DRAWERS, WITH LOCK, CENTRAL LOCK, W40 x D56 xH 65cm		10	pcs	3,465.00	34,650.00		
43	3 Steel Drawers CABINET, LATERAL, WITH CENTRAL LOCK, W: 90CM; L: 45CM; H: 101.50CM, COLOR: OFF WHITE		2	pcs	9,000.00	18,000.00		
44	Office Sofa, GRAY, 3 SEATER, PVC LEATHER		2	pcs	15,000.00	30,000.00		

TOTAL COST	IN FIGURES	PHP 174,363.00	
	IN WORDS	ONE HUNDRED SEVENTY-FOUR THOUSAND THREE HUNDRED SIXTY-THREE PESOS	

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.

NOTE: Other terms, conditions, and requirements are stipulated in the attached Terms of Reference, if any.

PRICE OFFER: Unit and Total Prices shall be rounded off up to **two (2)** decimal places.

VALIDITY OF OFFER: Within ninety (90) calendar days from the date of opening of quotations.

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.*

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:


- 1. 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.
- 2. PhilGEPS Registration Number**
- 3. 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:

- 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.

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



(02) 8643-1111 * (02) 8641-1111 loc 1461 *  bidsandawards@pasigcity.gov.ph *

 pasigcity.gov.ph

For new establishments which, therefore, have no annual ITR yet, it shall refer to the most recent quarter's ITR.

- Latest Business Tax Return - refers to the Value Added Tax (VAT) or Percentage Tax returns covering the previous six (6) months.
4. Accomplished and notarized Omnibus Sworn Statement (Form can be downloaded thru <https://www.gppb.gov.ph/downloadable-forms/#tab-61412>)
 5. **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.

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.

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



(02) 8643-1111 * (02) 8641-1111 loc 1461 *  bidsandawards@pasigcity.gov.ph *

 pasigcity.gov.ph

Conforme:


Signature over Printed Name


Position

Duly authorized to sign quotation/offer for and on behalf of _____
(Please indicate Company Name)

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



(02) 8643-1111 * (02) 8641-1111 loc 1461 *  bidsandawards@pasigcity.gov.ph *

 pasigcity.gov.ph