



## REQUEST FOR QUOTATION

Date: 03 May 2024  
RFQ No.: **100-24-04-560**


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 – CITY MAYOR’S OFFICE** with an Approved Budget for the Contract (ABC) of **Php 398,150.00**, 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.

					APPROVED BUDGET		PRICE OFFER	
ITEM NO.	ITEM DESCRIPTION	BRAND NAME <small>(PLEASE DO NOT LEAVE BLANK)</small>	QTY	UOM	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST
	<b>LOT 1</b>							
1	Bond paper (A4, 70gsm)		25	ream	380.00	9,500.00		
2	Bond Paper Legal,, 70GSM		10	ream	400.00	4,000.00		
3	Specialty Paper A4, White, 170 GSM, matte		1000	pcs	10.00	10,000.00		
4	Sign Pen, Black 1.0		40	pcs	125.00	5,000.00		
5	External Hard Drive, 2TB		40	pcs	4,500.00	180,000.00		
6	Computer Ink Epson L3110- 003, Ink Set Black,Cyan, Yellow, Magenta, (5 bottles each color)		5	set/s	1,520.00	7,600.00		
7	acrylic name tag holder, 12 in x 3 in horizontal		30	pcs	275.00	8,250.00		
8	Ring binder, Legal Size 1" 3 rings Blue		30	pcs	250.00	7,500.00		
9	Ring binder, 2" A4 Blue 3 Rings		30	pcs	210.00	6,300.00		
			<b>IN FIGURES</b>		<b>PHP 238,150.00</b>			
	<b>TOTAL COST</b>		<b>IN WORDS</b>		<b>TWO HUNDRED THIRTY-EIGHT THOUSAND ONE HUNDRED FIFTY PESOS</b>			

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



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	<b>LOT 2</b>							
10	Katarungan Pambarangay Handbook, Revised Katarungan Pambarangay, Law, Implementing Rules, Forms and Cases by RUFUS B. RODRIGUEZ  Please see terms of reference		160	pcs	1,000.00	160,000.00		
<b>TOTAL COST</b>		<b>IN FIGURES</b>			<b>PHP 160,000.00</b>			
		<b>IN WORDS</b>			<b>ONE HUNDRED SIXTY THOUSAND PESOS</b>			
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.								
<b>NOTE:</b> Other terms, conditions, and requirements are stipulated in the attached Terms of Reference, if any.								
<b>PRICE OFFER:</b> Unit and Total Prices shall be rounded off up to <i>two</i> (2) decimal places.								
<b>VALIDITY OF OFFER:</b> Within ninety (90) calendar days from the date of opening of quotations.								
<b>DELIVERY TERM:</b> Please refer to the Terms of Reference.								

*\*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.*

## TERMS OF REFERENCE

Technical Specifications: Search for Exemplary Lupon Tagapamayapa 2024

Item No.	General Description	Quantity/ Size	Unit	Specifications
1	Bond Paper, A4 70gsm	25	ream	70 gsm
2	Bond Paper, Legal size 70gsm	10	ream	70 gsm
3	Specialty Paper A4 matte	1000	pcs	White, 170 gsm,
4	Sign pen	40	pcs	Black 1.0
5	External Hard Drive 2TB	40	pcs	
6	Epson Ink refill for Epson L3310 Black	5	bottle	
7	Epson Ink refill for Epson L3310 Magenta	5	bottle	
8	Epson Ink refill for Epson L3310 Yellow	5	bottle	
9	Epson Ink refill for Epson L3310 Cyan	5	bottle	
10	Acrylic Name Tag Holder	30	pcs	12in x 3in
11	Katarungan Pambarangay Handbook	160	pcs	2021 Edition by Rufus B. Rodriguez (see picture)
12	Ring Binder Legal 1"	30	pcs	Blue 3 rings (see picture)
13	Ring Binder A4 2"	30	cs	Blue 3 rings (see picture)

*Delivery within 15 days* at the OGS Central Supply Division Warehouse in V. Baltazar St., Brgy. Sto. Tomas, Pasig City

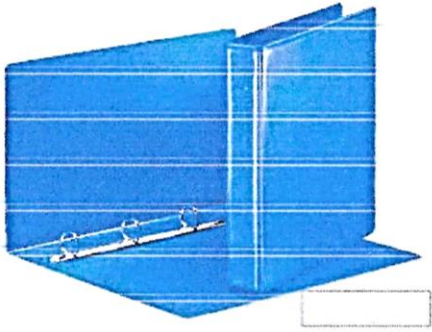
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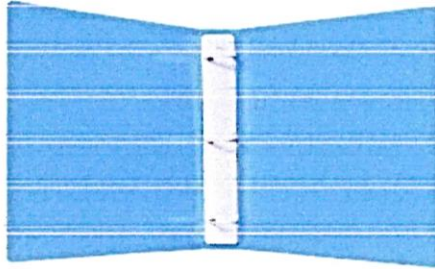
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Ring Binder 1" Legal

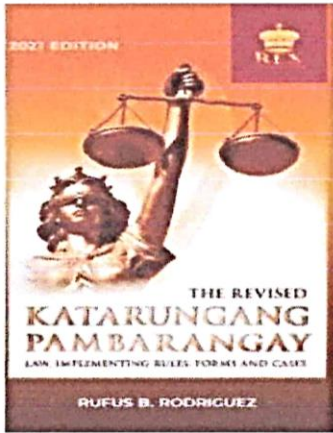


Ring Binder 2" A4



Revised Katarungang Pambarangay, Law, Implementing Rules, Forms and Cases

by RUFUS B. RODRIGUEZ



Acrylic Name Tag Holder 12in x 3in Horizontal


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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:

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. 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), 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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