



REQUEST FOR QUOTATION

Date: 09 May 2024

RFQ No.: **100-24-04-578**

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 – PAMANTASAN NG LUNGSOD NG PASIG** with an Approved Budget for the Contract (ABC) of **Php 531,132.40**, 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	Epson ECO TANK L6490 - 008 Black, Pigment 127ml		5	bottle	1,032.00	5,160.00		
2	Epson ECO TANK L6490 - 008 Cyan 70ml		5	bottle	828.00	4,140.00		
3	Epson ECO TANK L6490 - 008 Yellow 70ml		5	bottle	828.00	4,140.00		
4	Epson ECO TANK L6490 - 008 Magenda 70ml		5	bottle	828.00	4,140.00		
5	HP Smart Tank 670 GT53XL Black 135 ml		15	bottle	660.00	9,900.00		
6	HP Smart Tank 670 GT52 Cyan 70ml		10	bottle	1,044.00	10,440.00		
7	HP Smart Tank 670 GT52 Yelllow 70ml		10	bottle	1,044.00	10,440.00		
8	HP Smart Tank 670 GT52 Magenta 70ml		10	bottle	1,044.00	10,440.00		
9	Brother TN-263 Black		15	toner	4,188.00	62,820.00		
10	Brother TN-263 Cyan		6	toner	4,188.00	25,128.00		
11	Brother TN-263 Magenta		6	toner	4,188.00	25,128.00		
12	Brother TN-263 Yellow		6	toner	4,188.00	25,128.00		

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13	Brother DCP-T500W, BT6000-Black		10	piece	468.00	4,680.00		
14	Brother DCP-T500W, BT6000-CYAN		5	set	468.00	2,340.00		
15	Brother DCP-T500W, BT6000-Yellow		5	set	468.00	2,340.00		
16	Brother DCP-T500W, BT6000-Magenta		5	set	468.00	2,340.00		
17	Epson T9481 Black		20	toner	4,080.00	81,600.00		
18	Epson T9482 Magenda		8	toner	4,650.00	37,200.00		
19	Epson T9483 Cyan		8	toner	4,650.00	37,200.00		
20	Epson T9484 Yellow		8	toner	4,650.00	37,200.00		
21	Epson 003 Genuine Black Ink 65ml, * All printer inks must be with at least two (2) years allowance before the expiration date with intact seal in every package.		21	bottle	312.00	6,552.00		
	TOTAL COST	IN FIGURES			PHP 408,456.00			
		IN WORDS			FOUR HUNDRED EIGHT THOUSAND FOUR HUNDRED FIFTY-SIX PESOS			
	LOT 2							
22	Staple Wire Staples No. 10, 24/6 1000pcs/Box		5	box	38.00	190.00		
23	Binding and Punching Machine Legal Size, - Equiped with two hand lever system for punching and binding -330mm punching width and adjustable to any format, diameter, gauge and comb binder control - Binding Form: Plastic Comb. Clamp Strap - Individual adjustable punching dies with variable margin depth - Manual binding capacity: Min. 425 sheets of paper (80 gsm) - Punching Capacity: at least 15 sheets of paper (80 gsm) - With operation's manual (English translation)		4	pcs	8,095.00	32,380.00		
24	Printing Calculator 12 Digits, - 12 digits LCD display design, clear readings, fast calculation - Size at least 294cm L x 210mm H x 74mm W - Power supply: DC plug in design - at least 3.5 line - per - second printing - 2 color printing (black and red) - with small roll test paper		3	units	8,738.80	26,216.40		
25	Certificate Holder A4 size, Color: Green Material: Plastic and Cardboard *clear transparency *With flap to prevent certificates from falling off		470	pcs	64.80	30,456.00		

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	*With 2 hangers for portrait and landscape orientations							
26	Paper Clip, Vinyl-coated Size: 33 mm Color: Assorted colors Packaging Size: 100 pcs per box		20	box	20.02	400.40		
27	Plastic Fastener, Size: 7cm Color: Assorted Packaging Size: 50 pcs per box		50	box	80.00	4,000.00		
28	Whiteboard marker black, refillable, - Fine point		100	pcs	42.00	4,200.00		
29	Ink Refillable Whiteboard Mark, Black 25 ml		50	bot.	183.60	9,180.00		
30	Permanent Marker Black Refill, - Fine point		50	pcs	51.00	2,550.00		
31	Ink Refillable Permanent Mark, Black 25 ml		50	bot.	169.00	8,450.00		
32	All purpose Glue white (3.78 L), *Bonds to paper, fabric, wood, ceramics, leather, and more		2	gal.	2,326.80	4,653.60		
TOTAL COST		IN FIGURES			PHP 122,676.40			
		IN WORDS			ONE HUNDRED TWENTY- TWO THOUSAND SIX HUNDRED SEVENTY-SIX PESOS AND 40/100			
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 quotation.								
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:

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- 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), 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.

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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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