

**Bid Notice Abstract**

## Request for Quotation (RFQ)

Reference Number 9217790

Procuring Entity CITY OF PASIG

Title Supply and Delivery of Various Office Supplies for December Events for the Cultural Affairs and Tourism Office

Area of Delivery Metro Manila

Solicitation Number:	100-22-10-6125	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods	Document Request List	0
Category:	Office Supplies and Devices	Date Published	11/11/2022
Approved Budget for the Contract:	PHP 20,150.00	Last Updated / Time	11/11/2022 00:00 AM
Delivery Period:		Closing Date / Time	15/11/2022 16:00 PM
Client Agency:			
Contact Person:	Rho Depaudhon BAC Secretariat Pasig City Hall, Caruncho Avenue,		

Barangay San Nicolas,  
Pasig City  
Metro Manila  
Philippines 1600  
63-2-86431111 Ext.1461

bidsandawards@pasigcity.gov.ph

Description

Items Quantity / Units

- 1 Assorted highlighter,  
Colors: 2 Yellow, 2 Green, 2 Orange, 2 Pink, and 2 Blue  
Chisel, Standard size 10 pcs
- 2 colored bond paper,  
Letter size, color green, 500 sheets, 80gsm 1 ream
- 3 Special paper,  
8.5x11in, 160gsm, 10 sheets 30 packs
- 4 money envelope,  
#6, 3/4 50 pcs
- 5 invitation envelope,  
8.75x6in, white, 10 sheets 10 packs
- 6 Black Ball pen,  
12 pcs/box 5 boxes
- 7 Certificate Holder,  
8.5x11in, plastic 15 pcs
- 8 Binder Clip,  
32mm, 12 pcs/box 2 boxes
- 9 Stapler heavy duty,  
#35, Standard size 2 pcs
- 10 duct tape,  
2x25m, gray, heavy duty 5 pcs
- 11 Memo Pad,  
3x3, 50 sheets 5 pcs
- 12 Epson ink L220,  
Black 4 bottles
- 13 AA battery with rechargeable with charger,  
2 pcs AA rechargeable batteries and 1 charger 1 pack
- 14 AA Battery,  
Rechargeable, 4 pcs per pack 5 packs
- 15 AAA Battery,  
4 pcs per pack 5 packs
- 16 Lei for visitors, 2 inches (width),  
silk ribbon with embroidery patterns 4 rolls
- 17 Colored Short Bond Paper,  
Color blue, 500 sheets, 80 gsm 1 ream
- 18 Long white envelope, No.10, 10 sheets 5 packs

PRICE QUOTATION/S SHOULD BE PRINTED ON COMPANY'S OFFICIAL  
LETTERHEAD TOGETHER WITH THE FOLLOWING UPDATED DOCUMENTS;

- Mayor's/Business Permit
- PhilGEPS Registration Number
- Income/Business Tax Return
- Accomplished and notarized Omnibus Sworn Statement  
(<https://www.gppb.gov.ph/assets/forms/Omnibus%20Sworn%20Statement>  
(Revised).docx)
- Proof of Authorization: Secretary's Certificate if corporation, or Special Power  
Of Attorney, if individual

NOTE:

TO BE SUBMITTED SEALED AND LABELED ON A LONG BROWN ENVELOPE,  
FOLLOWING THIS FORMAT AS FOLLOWS:

FOR:

ATTY. JOSEPHINE C. LATI-BAGAOISAN  
BAC Chairperson

THRU:

ATTY. PONCE MIGUEL D. LOPEZ  
Officer In Charge, Procurement Management Office  
4th Floor, Pasig City Hall,  
Caruncho Avenue,

Pasig City

DATE : \_\_\_\_\_

COMPANY'S NAME : \_\_\_\_\_

PhilGEPS REFERENCE NUMBER : \_\_\_\_\_

PROJECT TITLE : \_\_\_\_\_

Created by Rho Depaudhon

Date Created 10/11/2022

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