

**Bid Notice Abstract**

Request for Quotation (RFQ)

Reference Number 9243910

Procuring Entity CITY OF PASIG

Title Supply and Delivery of Various Office Supplies for the Pamantasan ng Lungsod ng Pasig

Area of Delivery Metro Manila

| | | | |
|-----------------------------------|---|-----------------------|---------------------|
| Solicitation Number: | 100-22-09-6078 | 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 | 2 |
| Category: | Office Equipment Supplies and Consumables | Date Published | 17/11/2022 |
| Approved Budget for the Contract: | PHP 573,989.63 | Last Updated / Time | 17/11/2022 00:00 AM |
| Delivery Period: | 15 Day/s | Closing Date / Time | 21/11/2022 10:00 AM |
| 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 Automatic Stamping Dater (personalized),
- Personalized stamp with name and signature.
- Self-inking stamp personalized name
- Certified true copy stamp with date
- Received stamp with date and name
- Personalized stamp for business

Stamp size: at least 10x27mm

Colors: Black 4 piece

- 2 Broad Sign Pen, gel / 20 pcs / box 20 box
3 Bull Clip Large, -2" / 51mm, 12pcs/box 100 box
4 Bull Clip Medium, - 1 5/8" / 41mm, 12pcs/box 80 box
5 Bull Clip, Small, 3/4" / 19mm, 12 pcs / box 25 box
5 Business Sign pen (.06mm Onbe) 20 piece
6 Certificate Frames, - 8.5x11 40 piece
7 Certificate frames,, 8.5x13 40 piece
8 Sport Stopwatch Timer,
Classic waterproof digital professional handheld
LCD handheld stop watch

Size: (L8xW6.4xH2.3cm) black plastic 4 piece

- 9 Stamp (Personalized Received, Released),
- Personalized stamp with name and signature
- Certified true copy stamp with date
- Received stamp with date and name
- Self-ink stamp personalized

Stamp size: at least 20mm x 52mm

Max 2 lines

27 character per line

Color: Black 7 piece

- 10 Continues Form, - 2 ply (Carbonless /11x9 1/2 2000set/box) 15 box
11 Document Storage Box, - with cover-wide long
- 40x29x28.50cm matte finish thick chipboard blue 14 piece
12 Documenary Box with Cover, - with cover-wide long
- 40x29x28.50cm matte finish thick chipboard blue 6 piece
13 Documentary Tray - 3 Layers, - (L37xH29xW24 metal 4 piece
14 Double Adhesive Tape, 4cmx10m 60 roll
15 Double Adhesive Tape, with foam
size: 4cmx10m 10 roll

16 Drawer Box, - Multitray drawers (5 layer)

- size: (14 1/4"x10 7/8"x10 7/8")

Bufallo skin 2 pcs.

- 17 Envelop (White, 80gsm. 10's), Legal size 10 pack
18 Epson Eco Tanker, - L3150 ink (Black, 65ml) 30 bottle
19 Epson Ink (black) T6641 250 bottle
20 HP 704 Ink Black 50 bottle
21 HP 704 Ink Tri-Color 30 bottle
22 Heavy Duty Staple Wire, - 23/15 15mm (1000 pieces x 5 boxes) 1 set
23 Expandable Folder, -201 file folfer,
-with PLP logo
-Folder Covered Umbrella plastic with metal spring Clip.
-Color: Green
-size: 14 1/2" x 9" (4 cm expansion) with tab side width 15cm
- attached sample 100 piece

24 Expandable Folder Long (Blue) 10 piece

25 Expandable Folder Long (Gray) 10 piece

26 Expandable Folder Long 20 pcs/pack, - Green 40 pcs long 2 pack

27 Expandable Folder Short 20 pcs / pack, - Green 40 pcs short 2 pack

28 Expandable Plastics Envelope (Maroon), - Long 60 piece

29 expandable plastic envelope (yellow), - Long 100 piece

30 Folder Long Yellow #14 (25pcs/pack) 5 pack

31 folder plastic long with side lever expanding 24 piece

32 Gelpen, - Assorted Colors 8 pcs/pack 2 pack
 33 Glass Board Eraser, magnetic dry-wipe 2 piece
 34 Glass Board Marker Ink Refill, - 25ml / bottle 2 bottle
 35 Tape Dispenser (Big) 19 pcs
 36 HD Stapler-, 200-260 sheet capacity 2 pcs
 37 HD Stapler (Heavy Duty #1242M/40sheets) 6 pcs
 38 Eraser, - Super-hard/silver 7 pcs
 39 HP Ink -63 Genuine (Black & Colored) 20 bundle
 40 Illustration Board 15x20, - 15"x20" 15 pcs
 41 indexing / tabbing easy stick note,
 - Sticky note pad 76x76mm 200pcs/pack 6 pcs
 42 Label Printer Tape,
 - LK4WBN Epson label works 24mm black or white LW-600 3 pcs.
 43 Masking Tape 1 1/2" (36mm) 54 roll
 44 Metal File Tray/Rack / 3Layered,
 - 15x9.5x11.5 inches, heavy duty 10 pcs
 45 Cyanoacrylate adhesive 24pcs/pack, - 50g 1 pack
 46 Pencil (12pcs/box), - pencil #2 30 box
 47 Specialty Paper (blue, long),
 - Color copy paper, blue, long
 8.5" x 13"
 80gsm
 500 sheets/ream 8 ream
 48 Specialty Paper (yellow, short),
 - Color copy paper, pink, short
 80gsm
 500 sheets/ream 5 ream
 49 Multipurpose Drawers,
 - Dimensions: 4 layers - at least (H-19"W-33")
 Multicolor Elegant Design
 Durable Plastic 2 piece
 50 FILEBOX Closed,
 - Vertical, black legal size
 - Orange vellum board colored
 - 200 gsm
 - 10 sheet
 - Vellum paper for invitation
 - PVC board sheet at least 4x8 feet
 - Best for business cards, signage's, school projects,
 - brochures, menu covers, flyers

 Excellent for: Laser printer, inkjet printer
 Photocopying, manual writing 3 piece
 51 Vellum Board,
 - 200gsm / 8.5"x11" 10 sheets/pack 10 pack
 52 Packaging tape,
 2x100 meters 72x50 meters strong stickiness 30 roll
 53 Special Paper 180 GSM Board,
 - 180gsm / L. Cream, 8.5"x11" 10 sheets/pack 20 pack
 54 Paper Cutter Wood A4-A3,
 - Manual / Paper Trimmer 1 piece
 55 Parchment Paper, 10 pcs. per pack 40 pack
 56 Permanent Ink (black), - 20ml / bottle 10 bottle
 57 Permanent Marker,
 -Broad/waterproof
 black 20 piece
 58 Permanent Marker (Refillable / Fine tip / black/ 10pcs/box,
 Refillable / fine tip / black / 10 pcs / box 5 box
 59 Permanent Marker Blue, - broad/waterproof 10 piece
 60 Permanent Marker Red, - broad/waterproof 12 pcs
 61 Sign Pen, black 150 piece
 62 Whiteboard Marker,
 - 12pcs/box / blue, refillable 8 box
 63 Whiteboard Marker Refill Ink (black), - 25ml 20 bottle
 64 Whiteboard Marker Refill Ink (blue), - 25ml 2 bottle
 65 Whiteboard Marker Refill Ink (red), - 25ml 2 bottle
 66 Plastic Fastener (Colored, 100pcs/box), - Standard size 10 box
 67 Plastic Fastener (Colored, 50pcs/box) 5 box
 68 Plastic Jacket Folder Cover (Long) 5 piece
 69 Plastic Jacket Folder Cover (short) 20 piece
 70 Plastic Ruler,, - 12 inches, plastic ruler 20 piece
 71 Portable Ring Binder,
 - soft binder
 - 100 pcs 14mm plastic ring binder at least 12 sheets punching
 capacity, 100 sheets binding capacity , 25 punching hole 2 unit

72 .06mm Sign pen 10 pcs
73 SD Memory (Digital Camera / 128 GB 1 pcs
74 Self-Inking STAMP,
- Adjustable - approved, E-Mailed, Cancelled, Charged
- Stamp pad with ink set
- Stamp pad ink set personalized
- certified true copy stamp
- stamping up metal stamp
- Paid stamp with date
- Self-inking rubber stamp max 3 lines
- Re-usable rubber type containing letters A-Z,
numbers 0-9 and symbols. 1x4mm-264 characters.
Integrated black inkpad. Tweezers for setting type
Convenient to use. Durable in use.

Dimension: at least 23x59mm

Materials: plastic

Color: black, blue, red

Package contents: 1 printing stamp, 1 tweezers, 2 plate, 2 cartridges 8 piece

75 Pannel Acrylic Shied Isolation Partition 60x30x50cm 5 piece

76 Solar Electronic Calculator, 14 digit 2 piece

77 Special Paper, (10 pcs./pack) 15 pack

78 Specialty Board Paper 10 pcs/pack 15 pack

79 Permanent Marker Black, - broad/waterproof 5 piece

80 staple wire #10, - 1000 pcs 22 box

81 Staple Wire 23/6-23/24, - 1000pcs 3 box

82 Glue stick - 36g 20 piece

83 sticker paper,

White, high gloss, A4, 10sheets/pack 6 piece

84 Stick-on Printed Arrow Flag, - 0.5x1.7"/160 Flags / Neon Color / Transparent -
5 packs

- 125 per pack 5 pack

85 Thermal Barcode Sticker,, - 58mm 3 roll

86 TK 584 (Black Ink), Kyocera 5 bottle

87 TK 584 (Cyan Ink), Kyocera 4 bottle

88 TK 584 (Magenda Ink), Kyocera 4 bottle

89 TK 584 (Yellow Ink), Kyocera 4 bottle

90 Automatic Stamping Dater (personalized), - Personalized stamp with name
and signature.

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- Personalized stamp for business

Stamp size: at least 10x27mm

Colors: Black 4 piece

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

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