

November 6, 2019

P-RFQ No. 2019-084

REQUEST FOR QUOTATION

SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES - 4th QUARTER

The Santa Maria Water District (SMWD) hereinafter referred to as "the Purchaser", through its Bids and Awards Committee (BAC), invite interested parties to submit price quotation for the project, "**SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES - 4th QUARTER**" through Shopping with Approved Budget for the Contract (ABC) of One Hundred Forty Three Thousand Five Hundred Sixty Two Pesos Only (**P 143,562.00**)

	Description	Unit	Qty	Unit Cost	Total Amount
1	ALCOHOL 500ml (70% isopropyl, hypoallergenic with moisturizer)	102	BOTTLE		
2	BALLPEN - BLACK (RETRACTABLE)	100	PC		
3	BALLPEN - RED (RETRACTABLE)	33	PC		
4	BATTERY CHARGER (4 slots; can charge 4pc AA or 4pc AAA)	4	PC		
5	BLACK COLOR INK - T6641	6	BOTTLE		
6	BLACK INK - GI 790 BK	7	BOTTLE		
7	BROWN ENVELOPE - LONG	20	PC		
8	CAR FILE BOX - BLACK (16 x 11 x 11 - LWH)	100	PC		
9	CD CASE	12	PC		
10	COFFEE 100g	45	PACK		
11	CORRECTION TAPE 5mm x 10m	66	PC		
12	CREAMER 450g	47	PACK		
13	CYAN COLOR INK - T6642	2	BOTTLE		
14	CYAN INK - GI 790 C	4	BOTTLE		
15	DOUBLE ADHESIVE TAPE - White (1" or 1.5")	6	PC		
16	DVD-R with CASE 4.7gb	200	PC		
17	FLASH DRIVE 16gb	1	PC		
18	FOLDER LONG - 9.5" x 14.5" x 0.5mm	31	PC		



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19	FOLDER LONG - COLORED (Light Blue)	50	PC		
20	FOLDER SHORT - 9" x 12" x 0.5mm	20	PC		
21	HIGHLIGHTER (ORANGE – 13, BLUE – 13, GREEN – 13, YELLOW – 13, PINK – 14)	66	PC		
22	LED BULB 11 WATTS	57	PC		
23	LETTER ENVELOPE LONG - White	20	PC		
24	MAGENTA COLOR INK - T6643	2	BOTTLE		
25	MAGENTA INK - GI 790 M	4	BOTTLE		
26	MOUSE - WIRELESS (Black)	1	PC		
27	PAPER, MULTICOPY - A4 (210 mm x 297 mm; 70gsm)	3	REAM		
28	PAPER, MULTICOPY - SHORT	5	REAM		
29	PERMANENT MARKER	36	PC		
30	PLASTIC ENVELOPE COLORED 6 x 9	13	PC		
31	RECHARGEABLE BATTERY AA	20	PC		
32	RECHARGEABLE BATTERY AAA	22	PC		
33	SIGN PEN	16	PC		
34	SIGN PEN REFILL	8	PC		
35	STAPLE WIRE #35	10	BOX		
36	SUGAR	39	KILO		
37	YELLOW COLOR INK - T6644	2	BOTTLE		
38	YELLOW INK - GI 790 Y	4	BOTTLE		
39	YELLOW PAD	2	PAD		

All items listed under the purchaser's specifications must be complied on a pass-fail basis.

Failure to meet any one of the requirements will result to rejection. Likewise, it is understood that Purchaser's specifications are minimum requirements. The Bidder/Supplier may offer higher specifications or additional items, if any.

Procurement procedures will be conducted in accordance with the provisions of the Implementing Rules and Regulations (IRR) of Republic Act No. 9184 (Government Procurement Reform Act).

It is the intent of the Purchaser to evaluate the quotation for the item and award will be made to the quotation resulting in the overall lowest cost. Contract Award will be made to the lowest evaluated quotation meeting purchaser's technical specifications.



Likewise, in accordance with Section 54.6 and Appendix A of Annex "H" (Consolidated Guidelines for the Alternative Methods of Procurement) of the IRR of RA No. 9184, the supplier shall provide the following documentary requirements as a **condition for award** of the contract:

1. PhilGEPS Registration Number; and
2. Mayor's/Business Permit.
3. Certificate of Registration.
4. Duly Notarized Omnibus Sworn Statement.

Your prices must be quoted in Philippine Peso and must include the unit price and total price, inclusive of all taxes to be paid and other incidental cost to the delivery site if the contract is awarded.

All quotations may be typewritten or handwritten and may be placed in sealed envelope marked "**SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES - 4th QUARTER**" (RFQ No. 2019-084) and must be delivered on or before **November 13, 2019, 11:59AM** at the SMWD main office. It may also be sent thru email on our official email address at procurement@smwdbulacan.gov.ph on the specified time stated above and address to the BAC Secretariat, Charito S. Fernando and /or Procurement Assistant, Randy S. Sazon (0917-1189347).

Quotations shall be valid for thirty (30) calendar days from the deadline of submission of the same.

The delivery period shall be within **7 Days** from receipt of the Purchase Order (PO). The supplier should inform the purchaser at least two (2) days before the date of delivery. The Purchaser shall have the right to reject or to return the items/fittings that will be declared defective. The delivery will be made only during working days from 8:00 AM to 5:00 PM.

DELIVERY SITE: General Services Division of SMWD located at J. P. Rizal St., Dulong Bayan, Santa Maria, Bulacan.

The Santa Maria Water District reserves the right to accept or reject any quotation, and to annul the procurement process and reject all quotations at any time prior to Contract award, without thereby incurring any liability to the affected supplier or suppliers. SMWD also reserves the right to waive any required formality in the proposals received, and select the proposal which it determines to be the most advantageous to the government.

Prepared by:

Noted by:

Randy S. Sazon
Procurement Assistant

Engr. Emmanuel Enrico A. De Vera
BAC Chairperson