



Santa Maria WATER DISTRICT

July 8, 2020

P-RFQ No. 2020-017

REQUEST FOR QUOTATION

SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES

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 SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES**" through Shopping (Sec. 52.3 of R.A. No. 9184) with Approved Budget for the Contract (ABC) of Two Hundred Eighty Four Thousand Seven Hundred Sixty Two Pesos and Twelve Centavos Only (**284,762.12**)

	Description	Qty	Unit	Unit Cost	Total Amount
1	ACID FREE PAPER	2	pack		
2	AIR FRESHENER 320ml	14	can		
3	BALLPEN - BLACK (retractable)	469	pc		
4	BALLPEN - BLUE (retractable)	65	pc		
5	BALLPEN - RED (retractable)	89	pc		
6	BALLPEN HOLDER	6	pc		
7	BATH SOAP 25g (anti-bacterial/germicidal, plastic pouch)	10	pc		
8	BATTERY 9 VOLTS	2	pc		
9	BATTERY AA (dry cell, alkaline)	48	pc		
10	BATTERY AAA (dry cell, alkaline)	24	pc		
11	BLACK INK - GI 790	6	bottle		
12	BLACK INK - T6641	17	bottle		
13	BROOM	25	pc		
14	BROOMSTICK WITH HANDLE	25	pc		
15	BROWN ENVELOPE - LONG (Material: Kraft, 10" x 15" 100gsm)	142	pc		
16	BROWN ENVELOPE - SHORT (Material: Kraft, 100gsm)	60	pc		
17	CLIP BOARD LONG (Plastic or equivalent w/ metal clip)	1	pc		
18	CLIP BOARD LONG with COVER	2	pc		
19	CLIP, BACKFOLD - MEDIUM	3	box		



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20	COFFEE 100g	134	pack		
21	COFFEE (DECAFFEINATED) 100g	19	pack		
22	CORRECTION TAPE (Gear Type, 8 mtr (min), 5mm)	101	pc		
23	CREAMER 450g	167	pack		
24	CUTTER BLADE - HEAVY DUTY	1	pc		
25	CYAN INK - GI 790	4	bottle		
26	CYAN INK - T6642	9	bottle		
27	DESK CALENDAR	1	pc		
28	DETERGENT POWDER 1kg	37	pack		
29	DIPPER	37	pc		
30	DISHWASHING LIQUID 375ml	73	sachet		
31	DOORMAT - FABRIC	26	pc		
32	DOORMAT - RUBBER	1	pc		
33	DOUBLE ADHESIVE TAPE 1"	9	pc		
34	DUST PAN (Rigid non-breakable plastic, detachable handle)	29	pc		
35	DVD-R with CASE 4.7gb	800	pc		
36	FASTENER - METAL	14	box		
37	FASTENER - PLASTIC	6	box		
38	FIXED CLEARBOOK (non-refillable, not spiral, legal size, black)	4	pc		
39	FLOORWAX - LIQUID	6	bottle		
40	FOLDER ADJUSTABLE - LONG (dark green)	161	pc		
41	FOLDER LONG (w/ tab, 9.5" x 14.5" x 0.5mm)	322	pc		
42	FOLDER LONG (COLORED) - light blue	100	pc		
43	FOLDER SHORT (w/ tab, A4, 9" x 12" x 0.5mm)	67	pc		
44	GLASS CLEANER 500ml	1	bottle		
45	INSECTICIDE 328g (odorless, multi-insect)	4	can		
46	LETTER ENVELOPE - LONG (white, 10pcs/pack, L: 4" x W: 7")	60	pc		





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47	LEVER ARCH FILE SIDE SHORT B	10	pc		
48	MAGAZINE FILE BOX	3	pc		
49	MAGENTA INK - GI 790	4	bottle		
50	MAGENTA INK - T6643	9	bottle		
51	MASKING TAPE 1"	35	roll		
52	MASKING TAPE 2"	1	roll		
53	METAL DESK TRAY - 3 LAYERS	3	pc		
54	MICRO FIBER CLOTH	1	pc		
55	MOP	26	pc		
56	MOP HEAD - SMALL	12	pc		
57	PACKAGING TAPE (L: 50m W: 1", tan biaxially-oriented polypropelene)	9	pc		
58	PAPER, MULTICOPY - SHORT (80 gsm, sub 20, white, bond)	11	ream		
59	PASTE 200g	1	bottle		
60	PENCIL No. 2	77	pc		
61	PENCIL ERASER	5	pc		
62	PENCIL SHARPENER (Table Mount., Single Cutter Head, Heavy Duty)	1	pc		
63	PERMANENT MARKER (Felt, Bullet Type)	38	pc		
64	PERMANENT MARKER INK REFILL	3	bottle		
65	PLASTIC ENVELOPE WITH DIVIDER (w/ holder, Legal, Push Lock)	3	pc		
66	PUSH BRUSH - WOOD	54	pc		
67	PUSH PINS	4	box		
68	RECHARGEABLE BATTERY AA	2	pc		
69	RECORD BOOK - 300 LEAVES (70 gsm, 178mm x 286mm)	111	pc		
70	RECORD BOOK SMALL (70 gsm, 140mm x 217mm)	11	pc		
71	RIBBON - PRINTER (REFILL)	320	roll		
72	RIBBON CARTRIDGE (LQ310) SO 15634	8	pc		
73	RIBBON CARTRIDGE (LX 300+II) SO 15516	6	pc		





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74	RUBBER BAND (#1 round, Multicolor, 50 grm)	12	box		
75	RUBBER BAND BIG (Flat Brown, 350 grm)	3	box		
76	RUBBER STAMP	3	pc		
77	SCOTCH TAPE 1"	97	pc		
78	SCOURING PAD (Heavy Duty, 95mm x 150mm x 8mm)	3	pc		
79	SIGN PEN (Liquid/Gel ink, 0.5mm tip, Black)	63	pc		
80	SIGN PEN REFILL (Liquid/Gel ink, 0.5mm tip, Black)	27	pc		
81	SPONGE	16	pc		
82	STAMP PAD (Felt, Bed Dimension: 60mm x 100mm)	2	pc		
83	STAMP PAD - INK (BLUE) 50ml	5	bottle		
84	STAPLER with REMOVER No. 35	3	pc		
85	STARTER 40 WATTS	10	pc		
86	STENO NOTEBOOK	1	pc		
87	STICKER PAPER - white: matte	150	pc		
88	STICKER PAPER - neon green: matte	360	pc		
89	STORAGE BOX (PLASTIC) 60-70L	1	pc		
90	SUGAR	158	kilo		
91	THERMAL TAPE FOR FAX	10	pc		
92	TOILET BOWL CLEANER 1L	10	bottle		
93	TOILET BRUSH	8	pc		
94	TOILET DEODORIZER 180g	11	pc		
95	TOILET PLUNGER	2	pc		
96	UV FLUORESCENT BULB - 4W	4	pc		
97	WHITE BOARD MARKER	45	pc		
98	YELLOW INK - GI 790	4	bottle		
99	YELLOW INK - T6644	9	bottle		
100	YELLOW PAD (8.5" x 11.75"; 80 leaves)	6	pad		
	nothing follows				

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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. Photo Copy of Sample Official Receipt (OR)
4. Certificate of Registration (BIR FORM 2306)
5. 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 SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES**" (RFQ No. 2020-017) and must be submitted on or before **July 14, 2020, 11:00AM** at the SMWD main office. It may also be sent thru email on our official email address at smwdbulacan@yahoo.com on the specified time stated above and address to the General Manager, Engr. Carlos N. Santos Jr.

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

The delivery period shall be within **3 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 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.



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The prospective supplier shall submit the following:

- a) Duly accomplished Quotation Form (*Attachment A*); and
- b) Brochures of the items offered, if any.

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:


Romel R. Lazaga
Procurement Assistant


Engr. Emmanuel Enrico A. De Vera
BAC Chairperson