Santa Maria
WATER DISTRICT

July 16, 2020

P-RFQ No. 2020-017A

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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www.smwdbulacan.gov.ph
#3 M. De Leon St., Poblacion, Santa Maria, Bulacan

TÜVRheinland CERTIFIED
Management System ISO 9001:2015
www.tuv.com ID 9108645560

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 (Ridgid 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*		

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		

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				

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. 2020-017A) and must be submitted on or before **July 22, 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 **5 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.

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:

Romel P. Lazaga
Procurement Assistant

Noted by:

Engr. Emmanuel Enrico A. De Vera
BAC Chairperson