

July 20, 2020

P-RFQ No. 2020-017B

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 VARIOUS OFFICE SUPPLIES"** through Shopping (Sec. 52.3 of R.A. No. 9184) with Approved Budget for the Contract (ABC) of Three Hundred Forty Four Thousand One Hundred Twenty Seven Pesos and Forty Nine Centavos Only **(344,127.49)**

	Description	Qty	Unit	Unit Cost	Total Amount
1	ACID FREE PAPER	2	pack		
2	AIR FRESHENER 320ml	38	can		
3	BALLPEN - BLACK (retractable)	519	pc		
4	BALLPEN - BLUE (retractable)	65	pc		
5	BALLPEN - RED (retractable)	93	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)	62	pc		
10	BATTERY AAA (dry cell, alkaline)	24	pc		
11	BLACK INK - GI 790	10	bottle		
12	BLACK INK - T6641	17	bottle		
13	BROOM	27	pc		
14	BROOMSTICK WITH HANDLE	25	pc		
15	BROWN ENVELOPE - LONG (Material: Kraft, 10" x 15" 100gsm)	152	pc		
16	BROWN ENVELOPE - SHORT (Material: Kraft, 100gsm)	70	pc		
17	CLIP BOARD LONG (Plastic or equivalent w/ metal clip)	1	pc		
18	CLIP BOARD LONG with COVER	2	pc		



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19	CLIP, BACKFOLD - LARGE	4	box		
20	CLIP, BACKFOLD - MEDIUM	7	box		
21	CLIP, BACKFOLD - SMALL	5	box		
22	COFFEE 100g	156	pack		
23	COFFEE (DECAFFEINATED) 100g	19	pack		
24	CORRECTION TAPE (Gear Type, 8 mtr (min), 5mm)	116	pc		
25	CREAMER 450g	195	pack		
26	CUTTER BLADE - HEAVY DUTY	1	pc		
27	CYAN INK - GI 790	8	bottle		
28	CYAN INK - T6642	9	bottle		
29	DESK CALENDAR	1	pc		
30	DETERGENT POWDER 1kg	49	pack		
31	DIPPER	37	pc		
32	DISHWASHING LIQUID 375ml	123	sachet		
33	DOORMAT - FABRIC	26	pc		
34	DOORMAT - RUBBER	1	pc		
35	DOUBLE ADHESIVE TAPE 1"	11	pc		
36	DUST PAN (Ridgid non-breakable plastic, detachable handle)	29	pc		
37	DVD-R with CASE 4.7gb	800	pc		
38	FASTENER - METAL	18	box		
39	FASTENER - PLASTIC	10	box		
40	FIXED CLEARBOOK (non-refillable, not spiral, legal size, black)	4	pc		
41	FLOORWAX - LIQUID	6	bottle		
42	FLOURESCENT HOUSING 20W	2	pc		
43	FLOURESCENT HOUSING 40W	4	pc		
44	FLOURESCENT TUBE 20W	2	pc		
45	FLOURESCENT TUBE 40W	6	pc		
46	FOLDER ADJUSTABLE - LONG (dark green)	196	pc		



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47	FOLDER LONG (w/ tab, 9.5" x 14.5" x 0.5mm)	342	pc		
48	FOLDER LONG (COLORED) - light blue	100	pc		
49	FOLDER SHORT (w/ tab, A4, 9" x 12" x 0.5mm)	142	pc		
50	GARBAGE BAG	80	bundle		
51	GLASS CLEANER 500ml	1	bottle		
52	HIGHLIGHTER - yellow, green, pink	6	pc		
53	INSECTICIDE 328g (odorless, multi-insect)	4	can		
54	LED BULB 11W	50	pc		
55	LETTER ENVELOPE - LONG (white, 10pcs/pack, L: 4" x W: 7")	60	pc		
56	LEVER ARCH FILE SIDE SHORT B	10	pc		
57	MAGAZINE FILE BOX	3	pc		
58	MAGENTA INK - GI 790	8	bottle		
59	MAGENTA INK - T6643	9	bottle		
60	MASKING TAPE 1"	35	roll		
61	MASKING TAPE 2"	1	roll		
62	METAL DESK TRAY - 3 LAYERS	3	pc		
63	MICRO FIBER CLOTH	1	pc		
64	MOP	26	pc		
65	MOP HEAD - SMALL	12	pc		
66	PACKAGING TAPE (L: 50m W: 1", tan biaxially-oriented polypropylene)	17	pc		
67	PAPER, MULTICOPY - A4 (70 gsm, sub 20, white, bond)	8	ream		
68	PAPER, MULTICOPY - LONG (70 gsm, sub 20, white, bond)	6	ream		
69	PAPER, MULTICOPY - SHORT (70 gsm, sub 20, white, bond)	11	ream		
70	PASTE 200g	2	bottle		
71	PENCIL No. 2	77	pc		
72	PENCIL ERASER	5	pc		
73	PENCIL SHARPENER (Table Mount., Single Cutter Head, Heavy Duty)	1	pc		
74	PERMANENT MARKER (Felt, Bullet Type)	42	pc		



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75	PERMANENT MARKER INK REFILL	3	bottle		
76	PLASTIC ENVELOPE WITH DIVIDER (w/ holder, Legal, Push Lock)	3	pc		
77	PUSH BRUSH - WOOD	54	pc		
78	PUSH PINS	4	box		
79	RAG	6	sack		
80	RECHARGEABLE BATTERY AA	2	pc		
81	RECORD BOOK - 300 LEAVES (70 gsm, 178mm x 286mm)	111	pc		
82	RECORD BOOK SMALL (70 gsm, 140mm x 217mm)	11	pc		
83	RIBBON - PRINTER (REFILL)	320	roll		
84	RIBBON CARTRIDGE (LQ310) SO 15634	8	pc		
85	RIBBON CARTRIDGE (LX 300+II) SO 15516	6	pc		
86	RUBBER BAND (#1 round, Multicolor, 50 grm)	12	box		
87	RUBBER BAND BIG (Flat Brown, 350 grm)	3	box		
88	RUBBER STAMP	3	pc		
89	SCOTCH TAPE 1"	97	pc		
90	SCOURING PAD (Heavy Duty, 95mm x 150mm x 8mm)	3	pc		
91	SIGN PEN (Liquid/Gel ink, 0.5mm tip, Black)	63	pc		
92	SIGN PEN REFILL (Liquid/Gel ink, 0.5mm tip, Black)	27	pc		
93	SPONGE	40	pc		
94	STAMP PAD (Felt, Bed Dimension: 60mm x 100mm)	2	pc		
95	STAMP PAD - INK (BLUE) 50ml	5	bottle		
96	STAPLE WIRE NO. 35	3	box		
97	STAPLER with REMOVER No. 35	3	pc		
98	STARTER 40 WATTS	10	pc		
99	STENO NOTEBOOK	5	pc		
100	STICKER PAPER - white: matte, size:8.27" x 11.69"	200	pc		
101	STICKER PAPER - neon green: matte, size:8.27" x 11.69"	360	pc		
102	STORAGE BOX (PLASTIC) 60-70L	1	pc		

103	SUGAR	188	kilo		
104	THERMAL TAPE FOR FAX	10	pc		
105	TOILET BOWL CLEANER 1L	22	bottle		
106	TOILET BRUSH	10	pc		
107	TOILET DEODORIZER 180g	11	pc		
108	TOILET PLUNGER	2	pc		
109	UV FLUORESCENT BULB - 4W	4	pc		
110	WHITEBOARD ERASER	2	pc		
111	WHITE BOARD MARKER	51	pc		
112	YELLOW INK - GI 790	8	bottle		
113	YELLOW INK - T6644	9	bottle		
114	YELLOW PAD (8.5" x 11.75"; 80 leaves)	8	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.



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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**" (RFQ No. 2020-017B) and must be submitted on or before **July 24, 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:

Noted by:


Romeo P. Lazaga
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