



Santa Maria

WATER DISTRICT

February 10, 2021

P-RFQ No. 2021-008

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 One Hundred Twenty Five Thousand Two Hundred Thirty Eight and Twenty Eight Centavos Only (**P 125,238.28**).

	Description	Qty	Unit	Unit Cost	Total Amount
1	ADJUSTABLE FOLDER LONG - pressboard; accordion pleat gusset; color: dark green	139	pc		
2	AIR FRESHENER 320ml	30	bottle		
3	BALLPEN BLACK - ballpoint 0.05mm tip; retractable; clippable; rubber grip; metal tip	348	pc		
4	BALLPEN RED - ballpoint 0.05mm tip; retractable; clippable; rubber grip; metal tip	17	pc		
5	BATTERY AA - dry cell; alkaline	13	pc		
6	BATTERY AAA - dry cell; alkaline	52	pc		
7	BROOM - tambo	8	pc		
8	BROWN ENVELOPE LONG	215	pc		
9	BROWN ENVELOPE SHORT	100	pc		
10	CLIP BACKFOLD LARGE - material: all metal; 51mm; 12 pcs per box	9	box		
11	COMPACT DISC - rewritable; 80 min.; 700mb	10	pc		
12	DISINFECTANT SPRAY 510ml - hospital grade; scent: crisp linen	69	bottle		



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13	DOUBLE ADHESIVE TAPE - 1" or 1.5"	8	pc		
14	FASTENER METAL - 70mm; non-sharp edges	4	box		
15	FASTENER PLASTIC - 70mm; non-sharp edges	10	box		
16	FIXED CLEARBOOK - non-refillable; not spiral; size: legal; color: black	2	pc		
17	FOLDER LONG COLORED - with tab; color: light blue	150	pc		
18	FOLDER LONG - with tab; color: white	218	pc		
19	FOLDER SHORT - with tab; color: white; A4	40	pc		
20	HIGHLIGHTER - fluorescent colors; barrel flat; chisel point tip; color: assorted	16	pc		
21	INDEX CARD 100s - size: 8" x 5"; color: white; ruled; 100 pcs/pack	1	pack		
22	INK BLACK - EPSON ECOTANK 003	26	bottle		
23	INK CYAN - EPSON ECOTANK 003	17	bottle		
24	INK MAGENTA - EPSON ECOTANK 003	17	bottle		
25	INK YELLOW - EPSON ECOTANK 003	17	bottle		
26	INSECTICIDE 328g	36	can		
27	MASKING TAPE 2" - 50m; beige	2	roll		
28	METAL DESK TRAY 3 LAYERS - powdered coated mesh steel; with foot pad	3	pc		
29	MOUSE PAD HEAVY DUTY - with gel wrist support; color: black	2	pc		
30	PACKAGING TAPE 2" - 50m; tan biaxially-oriented polypropelene	8	pc		
31	PAPER A4 - 70gsm; sub20; white; bond	68	ream		
32	PAPER LONG - 70gsm; sub20; white; bond	46	ream		
33	PENCIL SHARPENER - table mount; single cutter head; heavy duty; body: metal or plastic	1	pc		

Handwritten signature or initials.





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34	PERMANENT MARKER - felt; bullet type; black	32	pc		
35	PERMANENT MARKER - felt; bullet type; blue	6	pc		
36	PERMANENT MARKER - felt; bullet type; red	4	pc		
37	PLASTIC ENVELOPE LONG - transparent; button lock	31	pc		
38	PLASTIC ENVELOPE WITH HOLDER - size: legal; push lock	11	pc		
39	PUSH PINS	1	box		
40	RECHARGEABLE BATTERY AA	39	pc		
41	RECHARGEABLE BATTERY AAA	56	pc		
42	RUBBER BAND BIG - flat brown; 350g	4	box		
43	SCOTCH TAPE 1" - 50m	45	pc		
44	STAPLE WIRE 35	16	box		
45	STAPLER WITH REMOVER - heavy duty; no. 35	2	pc		
46	STICKY NOTES - 3 x 3"; assorted color	7	pack		
47	WHITEBOARD - 4 ft x 3 ft; double-sided aluminum alloy	1	pc		
48	WHITEBOARD ERASER	4	pc		
49	WHITEBOARD MARKER - felt; bullet type; black	39	pc		
50	WHITEBOARD MARKER - felt; bullet type; blue	1	pc		
51	WHITEBOARD MARKER - felt; bullet type; red	1	pc		
52	YELLOW PAD - 8.5 x 13"; 80 leaves	4	pad		
	nothing follows	32	pc		

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.

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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 2303)
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 VARIOUS OFFICE SUPPLIES"** (RFQ No. 2021-008) and must be submitted on or before **February 17, 2021, 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.



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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:


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Maria Leonora S. Romarate
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