

March 26, 2021

P-RFQ No. 2021-030

## 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 Seventy Three Thousand Eighty Eight and Thirty One Centavos Only (**P 73,088.31**).

	Description	Qty	Unit	Unit Cost	Total Amount
1	<b>ADJUSTABLE FOLDER LONG</b> - pressboard; accordion pleat gusset; color: dark green	99	pc		
2	<b>BALLPEN BLACK</b> - ballpoint 0.05mm tip; retractable; clippable; rubber grip; metal tip	441	pc		
3	<b>BALLPEN WITH HOLDER</b> - table top, 37gsm, 45mm x 10mm x 240mm approx. w/ spring cord, color: black	15	pc		
4	<b>BATTERY AA</b> - dry cell; alkaline	8	pc		
5	<b>BATTERY AAA</b> - dry cell; alkaline	8	pc		
6	<b>BROOM</b> (tambo)	2	pc		
7	<b>BROOMSTICK</b>	6	pc		
8	<b>BROWN ENVELOPE LONG</b>	60	pc		
9	<b>BROWN ENVELOPE SHORT</b>	20	pc		
10	<b>CALCULATOR</b>	1	pc		
11	<b>CLEARBOOK LONG</b>	10	pc		
12	<b>CLEARBOOK A4</b>	2	pc		
13	<b>CLIP BACKFOLD LARGE</b>	27	box		



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14	CLIP BACKFOLD MEDIUM	41	box		
15	CLIP BACKFOLD SMALL	26	box		
16	CLIP BOARD LONG	3	pc		
17	CORRECTION TAPE	95	pc		
18	DISINFECTANT SPRAY	8	bottle		
19	DOUBLE ADHESIVE TAPE	11	pc		
20	FASTENER METAL	11	box		
21	FOLDER LONG	224	pc		
22	HIGHLIGHTER	102	pc		
23	INK BLACK - EPSON ECOTANK 003	24	bottle		
24	INK BLACK T6641	6	bottle		
25	INK CYAN - EPSON ECOTANK 003	9	bottle		
26	INK CYAN T6642	1	bottle		
27	INK MAGENTA - EPSON ECOTANK 003	9	bottle		
28	INK YELLOW - EPSON ECOTANK 003	9	bottle		
29	PAPER A4	45	ream		
30	PAPER LONG	68	ream		
31	PAY ENVELOPE	4	box		
32	PENCIL SHARPENER	1	pc		
33	PERMANENT MARKER	107	pc		
34	PLASTIC ENVELOPE WITH HOLDER	1	pc		
35	PUSH PINS	1	box		
36	RECORD BOOK REGULAR	30	pc		





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37	RIBBON CARTRIDGE (LQ310) SO15634	4	pc		
38	RUBBER BAND	8	box		
39	RUBBER BAND BIG	7	box		
40	SCISSORS	2	pc		
41	SCOTCH TAPE	16	pc		
42	STAMP PAD	3	pc		
43	STAMP PAD INK BLUE	1	bottle		
44	STAPLE WIRE 35	23	box		
45	STAPLER WITH REMOVER	3	pc		
46	WHITE BOARD ERASER	1	pc		
47	WHITEBOARD MARKER	15	pc		
	***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 2303)
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. 2021-030) and must be submitted on or before **April 5, 11:00AM** at the SMWD main office. It may also be sent thru email on our official email address at [smwdbulacan@yahoo.com](mailto: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:

3-26-2021  
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Noted by:

*Maria Leonora S. Romarate* 3/24/2021  
**Maria Leonora S. Romarate**  
BAC Chairperson