Santa Maria
WATER DISTRICT

April 5, 2022

P-RFQ No. 2022-031

REQUEST FOR QUOTATION

SUPPLY AND DELIVERY OF VARIOUS CONTINUOUS FORMS

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 CONTINUOUS FORMS"** through Small Value Procurement (Sec. 53.9 of R.A. No. 9184)with Approved Budget for the Contract (ABC) of Three Hundred Eighteen Thousand Nine Hundred Fifty Eight Pesos Only **(₱318,958.00).**

	Description	Qty	Unit	Unit Cost	Total Amount
1	**CONT FORM 11 X 9 1/2 1PLY** 70 gsm, perforated, white	10	BOX		
2	**CONT FORM 13 X 9 1/2 1PLY** 70 gsm, perforated, white	8	BOX		
3	**CONT FORM 13 X 9 1/2 2PLY** 70 gsm, perforated, w/ carbon, white	4	BOX		
4	**CONT FORM 9 1/2 X 6 1/2 1 PLY BLUE** 70 gsm, perforated, blue	4	BOX		
5	**CONT FORM 9 1/2 X 6 1/2 1 PLY GREEN** 70 gsm, perforated, green	1	BOX		
6	**CONT FORM 9 1/2 X 6 1/2 1 PLY WHITE** 70 gsm, perforated, white	9	BOX		
7	**CONT FORM 9 1/2 X 6 1/2 1 PLY YELLOW** 70 gsm, perforated, yellow	10	BOX		
8	**CONT FORM 9 1/2 X 6 1/2 2PLY** 70 gsm, perforated, carbonless, white	8	BOX		
9	**CONT FORM 9 1/2 X 6 1/2 3PLY – carbonless** 70 gsm, perforated, carbonless, white	26	BOX		
	*** 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).

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

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 CONTINUOUS FORMS**" (RFQ No. 2022-031) and must be submitted on or before **April 13, 2022, 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.

Santa Maria
WATER DISTRICT

Prepared by:

Sgd.

Romel P. Lazaga
Procurement Assistant

Noted by:

Sgd.

Maria Leonora S. Romarate
BAC Chairperson