

March 22, 2023

P-RFQ No. 2023-018B

## 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 Four Hundred Sixty Two Thousand Four Hundred Fifty Two and Ninety Centavos Only (**₱462,452.90**).

	Description	Qty	Unit	Unit Cost	Total Amount
1	<b>ACRYLIC STAND 5R</b>	13	PC		
2	<b>ADJUSTABLE FOLDER LONG</b> - pressboard, accordion pleat gusset, 9.5" x 15" x 0.5mm, color: dark green	359	PC		
3	<b>BALLPEN BLACK</b> - ballpoint 0.05-0.07mm tip; retractable; clippable, rubber grip, metal tip	846	PC		
4	<b>BALLPEN BLUE</b> - ballpoint 0.05-0.07mm tip; retractable; clippable, rubber grip, metal tip	88	PC		
5	<b>BALLPEN RED</b> - ballpoint 0.05-0.07mm tip; retractable; clippable, rubber grip, metal tip	107	PC		
6	<b>BALLPEN WITH HOLDER</b>	36	PC		
7	<b>BATTERY 9V</b>	2	PC		
8	<b>BATTERY AA</b> - dry cell, alkaline	114	PC		
9	<b>BATTERY AAA</b> - dry cell, alkaline	82	PC		
10	<b>BROWN ENVELOPE LONG</b> - material: kraft, 10" x 15" 100gsm	362	PC		
11	<b>BROWN ENVELOPE SHORT</b> - size: A4, material: kraft, 100gsm	154	PC		
12	<b>CALCULATOR</b> - LCD display, 12 digits capacity, 2-way power source, ISO 9001:2008 Certified	5	PC		
13	<b>CLEARBOOK</b> - spring type, refillable, size: legal, color: blue	14	PC		
14	<b>CLEARBOOK Fixed</b> - size: legal, color: black	5	PC		
15	<b>CLIP BACKFOLD LARGE</b> - all metal, 51mm	46	BOX		
16	<b>CLIP BACKFOLD MEDIUM</b> - all metal, 32mm	44	BOX		
17	<b>CLIP BACKFOLD SMALL</b> - all metal, 19mm	45	BOX		



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18	<b>CLIP BOARD LONG</b> - material: plastic or equivalent, w/ metal clip, size: legal	36	PC		
19	<b>CLIP FOLDER LONG</b> - material: plastic or equivalent, w/ metal clip, size: legal, w/ cover	10	PC		
20	<b>CORRECTION TAPE</b> - gear type, white opaque, 5mm x 10m	376	PC		
21	<b>CUTTER HEAVY DUTY</b> - w/ anti-slip grip, 100mm x 16mm, w/ built in blade snapper, sliding track	4	PC		
22	<b>DATER STAMP</b>	3	PC		
23	<b>DESK CALENDAR</b>	9	PC		
24	<b>DOUBLE ADHESIVE TAPE 1"</b>	29	PC		
25	<b>DOUBLE ADHESIVE TAPE 1"</b> - AUTOMOTIVE	5	PC		
26	<b>DOUBLE ADHESIVE TAPE 2"</b> - AUTOMOTIVE	1	PC		
27	<b>DVD-R WITH CASE 4.7gb</b>	500	PC		
28	<b>FASTENER METAL</b> - 70mm, non-sharp edges, hole to hole 7cm	18	BOX		
29	<b>FASTENER PLASTIC</b> - 70mm, non-sharp edges, hole to hole 7cm	15	BOX		
30	<b>FLASH DRIVE 16GB</b>	4	PC		
31	<b>FLASH DRIVE 64GB USB OTG TYPE C</b>	3	PC		
32	<b>FOLDER LONG</b> - w/ tab, long, white	439	PC		
33	<b>FOLDER SHORT</b> - w/ tab, A4, white	102	PC		
34	<b>GLUE 200g</b>	6	BTL		
355	HIGHLIGHTER - assorted flourescent/neon colors, barrel flat, chisel point tip	218	PC		
36	<b>INK BLACK EPSON ECO TANK 003</b>	54	BTL		
37	<b>INK BLACK GT53</b>	6	BTL		
38	<b>INK BLACK LC3617BK</b>	2	BTL		
39	<b>INK BLACK T6641</b>	30	BTL		
40	<b>INK CYAN EPSON ECO TANK 003</b>	28	BTL		
41	<b>INK CYAN GT52</b>	4	BTL		
42	<b>INK CYAN LC3617C</b>	1	BTL		
43	<b>INK CYAN T6642</b>	15	BTL		
44	<b>INK MAGENTA EPSON ECO TANK 003</b>	27	BTL		
45	<b>INK MAGENTA GT52</b>	4	BTL		



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46	<b>INK MAGENTA LC3617M</b>	1	BTL		
47	<b>INK MAGENTA T6643</b>	15	BTL		
48	<b>INK YELLOW EPSON ECO TANK 003</b>	27	BTL		
49	<b>INK YELLOW GT52</b>	4	BTL		
50	<b>INK YELLOW LC3617Y</b>	1	BTL		
51	<b>INK YELLOW T6644</b>	15	BTL		
52	<b>KRAFT PAPER WRAPPER</b>	1000	PC		
53	<b>LETTER ENVELOPE LONG</b> - white, 70 gsm, long, 4-1/8" x 9-1/2", 70gsm	100	PC		
54	<b>MAGAZINE FILE BOX</b> - double; chipboard material, leatherette paper for outside cover, coated paper for inside cover	11	PC		
55	<b>MASKING TAPE 1"</b>	50	ROLL		
56	<b>MASKING TAPE 2"</b>	7	ROLL		
57	<b>METAL DESK TRAY 3 LAYERS</b>	15	PC		
58	<b>MICRO SD CARD 64 GB CLASS 10</b>	6	PC		
59	<b>MONEY DETECTOR</b>	6	UNIT		
60	<b>MOUSE PAD HEAVY DUTY</b> - rubber backed mat w/ padded gel wrist support, polyurethane non-slip base	62	PC		
61	<b>N TYPE ALKALINE BATTERY FOR PH METER</b>	6	PC		
62	<b>NOTEBOOK</b>	1	PC		
63	<b>PACKAGING TAPE 2"</b> - length: 50 meters, tan biaxially-oriented polypropylene	28	PC		
64	<b>PAPER A3</b> - 70 gsm, sub 20, white, bond, A3, 297 mm x 420 mm	1	REAM		
65	<b>PAPER A4</b> - 70 gsm, sub 20, white, bond, A4, 210 mm x 297 mm	131	REAM		
66	<b>PAPER CLIP 30mm</b> - vinyl coated; 100pcs per box/pack	31	BOX		
67	<b>PAPER CLIP 50mm</b> - vinyl coated; 100pcs per box/pack	22	BOX		
68	<b>PAPER CUTTER</b> - heavy duty, table top, guillotine type, B4 max.	2	PC		
69	<b>PAPER CUTTER - PORTABLE</b>	2	PC		
70	<b>PAPER CUTTER BLADE</b> - size: big	5	PC		
71	<b>PAPER LONG</b> - 70gsm, sub 20, white, bond, long, 216mm x 330mm	163	REAM		
72	<b>PAPER SHORT</b> - 70 gsm, sub 20, white, bond, letter, 216mm x 280mm	23	REAM		



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73	<b>PASTE 200g</b>	1	BTL		
74	<b>PENCIL</b> - hardness: HB or 2, lead with eraser, wood casing	155	PC		
75	<b>PENCIL ERASER</b> - rubber	29	PC		
76	<b>PENCIL SHARPENER</b> - table mount., single cutter head, heavy duty, body: metal or plastic	1	PC		
77	<b>PERMANENT MARKER</b> - Black, felt, bullet type	136	PC		
78	<b>PERMANENT MARKER</b> - Red, felt, bullet type	32	PC		
79	<b>PERMANENT MARKER INK REFILL</b> - black	1	BTL		
80	<b>PHOTOPAPER</b> - satin, A4 size, 230gsm, compatible to all inkjet printers	100	PC		
81	<b>PICTURE FRAME 8.5 X 11</b> - color: black	13	PC		
82	<b>PLASTIC COLOR ENVELOPE</b> - size: 21cm x 27.5cm, multicolor	70	PC		
83	<b>PLASTIC ENVELOPE WITH DIVIDER</b> - w/ holder, legal size, push lock	39	PC		
84	<b>PLASTIC ENVELOPE WITH HOLDER</b> - w/ holder, legal size, push lock	4	PC		
85	<b>PUNCHER</b> - 2 hole guide, 30 sheets capacity	6	PC		
86	<b>PUSH PINS</b> - 100pcs per box	3	BOX		
87	<b>RA9184 HAND BOOK 8TH EDITION</b>	7	PC		
88	<b>RECORD BOOK REGULAR</b> - white bond, non-blot, 300 Leaves, 70 gsm, laminated chipboard, 178mm x 286mm	99	PC		
89	<b>RECORD BOOK SMALL</b> - white bond, non-blot, 300 Leaves, 70 gsm, laminated chipboard, 140mm x 217mm	14	PC		
90	<b>RIBBON CARTRIDGE (LQ310) SO15634</b>	25	PC		
91	<b>RIBBON PRINTER REFILL</b> - 12mm x 11 meters	144	ROLL		
92	<b>RUBBER BAND</b> - #1 round, multicolor, 50g	4	BOX		
93	<b>RUBBER BAND BIG</b> - flat brown, 350g	8	BOX		
94	<b>RULER</b> - plastic, transparent, 12" or 1 foot	13	PC		
95	<b>RULER</b> - STEEL 12"	1	PC		
96	<b>SCIENTIFIC CALCULATOR</b>	2	PC		
97	<b>SCISSORS</b> - symmetrical, blade length: 65mm	11	PC		
98	<b>SCOTCH TAPE 1"</b> - length: 50 meters, transparent	78	PC		
99	<b>SIGN PEN</b> - liquid/gel ink, 0.5mm tip, black	95	PC		
100	<b>SIGN PEN REFILL</b> - liquid/gel ink, 0.5mm tip, black	52	PC		

101	<b>SPECIALTY PAPER NATURAL - 8.5" x 13"</b>	5	PACK		
102	<b>SPECIALTY PAPER PALE CREAM - 8.5" x 13"</b>	28	PACK		
103	<b>STAMP PAD - felt, bed dimension: 60mm x 100mm, blue</b>	5	PC		
104	<b>STAMP PAD INK BLUE 50ml</b>	10	BTL		
105	<b>STAMP PAD INK RED 50ml</b>	1	BTL		
106	<b>STAPLE REMOVER</b>	2	PC		
107	<b>STAPLE WIRE 35</b>	164	BOX		
108	<b>STAPLER 35 - heavy duty</b>	1	PC		
109	<b>STAPLER WITH REMOVER</b>	15	PC		
110	<b>STENO - spiral, 40 leaves</b>	10	PC		
111	<b>STICKY NOTES</b>	64	PAD		
112	<b>TAPE DISPENSER - table top, 1.2 kg, heavy duty, one-hand operation</b>	6	PC		
113	<b>WHITE BOARD - 3" x 4"</b>	2	PC		
114	<b>WHITE BOARD - ROLLING</b>	1	PC		
115	<b>WHITE BOARD ERASER - felt, 125mm x 45mm x 19mm (min)</b>	3	PC		
116	<b>WHITEBOARD MARKER - felt, bullet type, black</b>	54	PC		
117	<b>WHITEBOARD MARKER - BROAD, black</b>	5	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, 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. The documents shall be attached together with the quotations.



1. PhilGEPS Registration Number
2. Mayor's/Business Permit
3. Photo Copy of Sample Official Receipt (OR)
4. Certificate of Registration (BIR FORM 2303); and
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. 2023-018B) and must be submitted on or before **March 31, 2023, 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 302 J. P. Rizal St., Dulong Bayan, Santa Maria, Bulacan.

The prospective supplier shall submit the following:

- a) Duly accomplished Quotation Form; 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:**

Sgd.

Sgd.

**Romel P. Lazaga**  
**Procurement Assistant**

**Maria Leonora S. Romarate**  
**BAC Chairperson**