

February 20, 2024


P-RFQ No. 2024-022A

## REQUEST FOR QUOTATION

### SUPPLY AND DELIVERY OF VARIOUS COMMONLY USED OFFICE SUPPLIES (GS-2024-01-004)

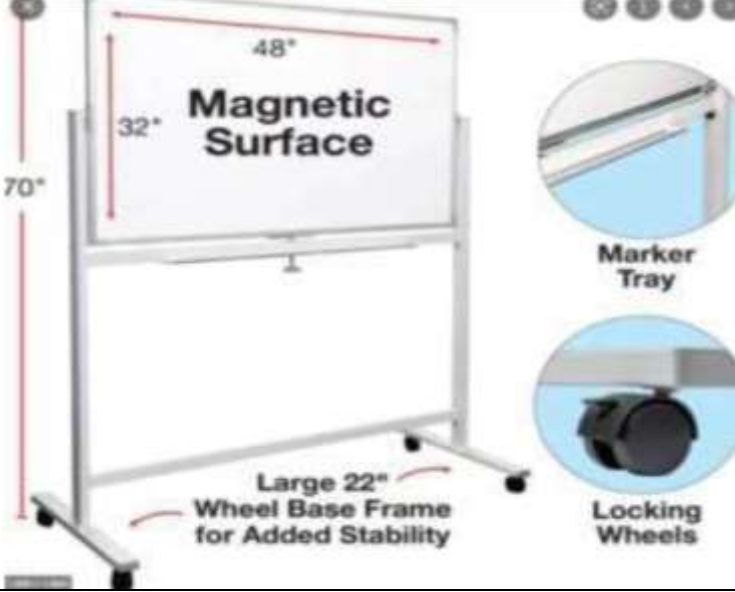
The Santa Maria Water District (SMWD) hereinafter referred to as "the Purchaser", through its Bids and Awards Committee (BAC), invite interested parties to submit price quotation for the project, "**SUPPLY AND DELIVERY OF VARIOUS COMMONLY USED OFFICE SUPPLIES**" through Shopping (Sec. 52.1 of R.A. No. 9184) with Approved Budget for the Contract (ABC) of One Hundred Fifty Thousand One Hundred Two and Sixty-Five Centavos (**₱150,102.65**).

	Description	Qty	Unit	Unit Cost	Total Amount
1	<b>ADJUSTABLE FOLDER LONG</b> - color: dark green; pressboard, accordion pleat gusset	101	PC		
2	<b>BALLPEN BLACK</b> - ballpoint 0.5mm; retractable; super fine	320	PC		
3	<b>BALLPEN BLUE</b> - ballpoint 0.5mm; retractable; super fine	30	PC		
4	<b>BALLPEN RED</b> - ballpoint 0.5mm; retractable; super fine	38	PC		
5	<b>BATTERY 9V</b>	4	PC		
6	<b>BATTERY AA</b> - dry cell, alkaline	40	PC		
7	<b>BATTERY AAA</b> - dry cell, alkaline	46	PC		
8	<b>BROWN ENVELOPE LONG</b> - material: kraft	1385	PC		
9	<b>BROWN ENVELOPE SHORT</b> - material: kraft	52	PC		
10	<b>CALCULATOR</b> - LCD display, 12 digits capacity, 2-way power source, ISO 9001:2008 Certified	5	PC		
11	<b>CLEARBOOK</b> - size: long 35cm x 24cm; refillable	10	PC		
12	<b>CLEARBOOK Fixed</b> - size: A4	30	PC		
13	<b>CLIP BACKFOLD LARGE</b> - all metal, 51mm (2"), 12 pcs per box	50	BOX		
14	<b>CLIP BACKFOLD MEDIUM</b> - all metal, 32mm (1 1/4"), 12 pcs per box	60	BOX		

15	<b>CLIP BACKFOLD SMALL</b> - all metal, 19mm (3/4), 12 pcs per box	60	BOX		
16	<b>CLIP BOARD LONG</b> - material: plastic or equivalent, w/ metal clip, size: legal	20	PC		
17	<b>CLIP FOLDER LONG</b> - material: plastic or equivalent, w/ metal clip, size: legal, w/ cover	10	PC		
18	<b>CORK BOARD</b> - 30cm x 40cm	1	PC		
19	<b>DOUBLE ADHESIVE TAPE 1"</b> - length: 10 meters	22	PC		
20	<b>FASTENER METAL</b> - 70mm, non-sharp edges	20	BOX		
21	<b>FASTENER PLASTIC</b> - 70mm, non-sharp edges	21	BOX		
22	<b>FLEET CARD HOLDER</b> - size: 10cm x 7cm	20	PC		
23	<b>FOLDER LONG</b> - w/ tab, color: white	140	PC		
24	<b>FOLDER LONG COLORED</b> - w/ tab, long, 9.5" x 14.5" x 0.5mm	10	PC		
25	<b>FOLDER SHORT</b> - w/ tab, A4, color: white	45	PC		
26	<b>INK BLACK GT53</b>	5	BTL		
27	<b>INK BLACK LC3617BK</b> - approx. 550 pages in accordance with ISO/IEC 24711; Innobella Ink Cartridge	4	BTL		
28	<b>INK CYAN GT52</b>	3	BTL		
29	<b>INK CYAN LC3617C</b> - approx. 550 pages in accordance with ISO/IEC 24711; Innobella Ink Cartridge	4	BTL		
30	<b>INK MAGENTA GT52</b>	3	BTL		
31	<b>INK MAGENTA LC3617M</b> - approx. 550 pages in accordance with ISO/IEC 24711; Innobella Ink Cartridge	4	BTL		
32	<b>INK YELLOW GT52</b>	3	BTL		
33	<b>INK YELLOW LC3617Y</b> - approx. 550 pages in accordance with ISO/IEC 24711; Innobella Ink Cartridge	4	BTL		
34	<b>KEY CHAIN</b> 	100	PC		
35	<b>LETTER ENVELOPE LONG</b> - white, 70 gsm, optional: window type	160	PC		
36	<b>LEVERARCH FILE SIDE SHORT B</b> - chipboard 2.5mm, leatherette paper or polypropylene material, all steel	9	PC		

	lever mechanism at the side, 3" spine w/ finger ring & clear plastic pocket, short, blue				
37	<b>MAGAZINE FILE BOX</b> - double; chipboard material, leatherette paper for outside cover, coated paper for inside cover	8	PC		
38	<b>MASKING TAPE 1"</b> - 100 meters	20	ROLL		
39	<b>MASKING TAPE 2"</b> - 100 meters	8	ROLL		
40	<b>METAL DESK TRAY 3 LAYERS</b> 	6	PC		
41	<b>N TYPE ALKALINE BATTERY FOR PH METER</b>	6	PC		
42	<b>PACKAGING TAPE 2"</b> - length: 200 meters; clear	25	PC		
43	<b>PAPER A4</b> - 70 gsm, sub 20, white, bond	37	REAM		
44	<b>PAPER CLIP 30mm</b> - vinyl coated; 100pcs per box/pack	15	BOX		
45	<b>PAPER CLIP 50mm</b> - vinyl coated; 100pcs per box/pack	20	BOX		
46	<b>PAPER CUTTER BLADE</b> - size: big	5	PC		
47	<b>PAPER LONG</b> - 70 gsm, sub 20, white, bond	53	REAM		
48	<b>PENCIL</b> - regular, no. 2	55	PC		
49	<b>PENCIL ERASER</b> - rasoplast paper eraser	17	PC		
50	<b>PENCIL SHARPENER</b> - table mount., single cutter head, heavy duty, body: metal or plastic	2	PC		
51	<b>PHOTOPAPER</b> - satin; size: A4; 230gsm; compatible to all inkjet printers	25	PC		
52	<b>PLASTIC COLOR ENVELOPE</b> - size: 21 cm x 27.5 cm, multi color	70	PC		
53	<b>PLASTIC ENVELOPE</b> - transparent, button lock	25	PC		
54	<b>PLASTIC ENVELOPE WITH DIVIDER</b> - w/ holder, legal, push lock	15	PC		
55	<b>PLASTIC ENVELOPE WITH HOLDER</b> - w/ holder, legal, push lock	4	PC		
56	<b>PUSH PINS</b> - 100 pcs/box	7	BOX		
57	<b>RECORD BOOK BIG</b> - white bond, non-blot, 300 Leaves, 70 gsm, cover material: laminated chipboard, cover size: 8.5" x 11"	20	PC		

58	<b>RECORD BOOK REGULAR</b> - white bond, non-blot, 300 Leaves, 70 gsm, cover material: laminated chipboard, cover size: 178mm x 286mm (min)	30	PC		
59	<b>RECORD BOOK SMALL</b> - white bond, non-blot, 300 Leaves, 70 gsm, cover material: laminated chipboard, cover size: 140mm x 217mm (min)	9	PC		
60	<b>RIBBON CARTRIDGE</b> (LQ310) SO15634	8	PC		
61	<b>RUBBER BAND</b> - #1 round, multicolor, 50 grams	10	BOX		
62	<b>RULER</b> - plastic, transparent, 12" or 1 foot	10	PC		
63	<b>SCISSORS</b> - w/ stainless blade (170mm); soft grip handle	10	PC		
64	<b>SCOTCH TAPE</b> - size: 1"; length: 100 meters	29	PC		
65	<b>SIGN PEN</b> - liquid/gel ink, 0.7mm tip, black	44	PC		
66	<b>SIGN PEN REFILL</b> - liquid/gel ink, 0.7mm tip, black	22	PC		
67	<b>SPECIALTY PAPER NATURAL</b> - 200gsm; A4 - 2 packs; 8.5" x 13" - 3 packs	5	PACK		
68	<b>SPECIALTY PAPER PALE CREAM</b> - 200gsm; 8.5" x 13"	15	PACK		
69	<b>STAMP PAD</b> - felt, bed dimension: 60mm x 100mm	5	PC		
70	<b>STAMP PAD INK BLACK</b> - 50ml (min), bottle	2	BTL		
71	<b>STAMP PAD INK RED</b> - 50ml (min), bottle	2	BTL		
72	<b>STAPLER 35</b> - heavy duty	4	PC		
73	<b>STAPLER WITH REMOVER</b> - heavy duty	8	PC		
74	<b>STENO</b> - spiral, 40 Leaves	5	PC		
75	<b>STICKER PAPER</b> - A4; white	50	PC		
76	<b>STICKY NOTES</b> 	18	PAD		
77	<b>TAPE DISPENSER</b> - table top, 1.2 kg, heavy duty, one-hand operation	3	PC		

78	<b>WHITE BOARD - ROLLING</b> 	1	PC		
79	<b>WHITE BOARD ERASER</b> - felt, 125mm x 45mm x 19mm (min)	7	PC		
80	<b>YELLOW PAD</b> - 8.5" x 11.75"; 80 leaves	2	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, 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); and
4. Certificate of Registration (BIR FORM 2303)

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.

Payment shall be through check and advance payment is not allowed. Payment shall only be made upon completion of delivery of all items.

All quotations may be typewritten or handwritten and may be placed in sealed envelope marked **"SUPPLY AND DELIVERY OF VARIOUS COMMONLY USED OFFICE SUPPLIES"** (RFQ No. 2024-022A) and must be submitted on or before **February 26, 2024, 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 **BAC Chairperson, Maria Leonora S. Romarate**.

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 301 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:**

Sgd.

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

**Noted by:**

Sgd.

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