

September 11, 2024

P-RFQ No. 2024-092

**REQUEST FOR QUOTATION**  
**SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES**  
**(GS-2024-08-072)**

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. 52.1 of R.A. No. 9184) with Approved Budget for the Contract (ABC) of Eighty-Two Thousand Seven Hundred Forty-Four Pesos Only (**₱82,744.00**).

	Description	Qty	Unit	Unit Cost	Total Amount
1	<b>BALLPEN BLACK</b> - ballpoint 0.5mm; retractable; super fine	638	PC		
2	<b>BALLPEN BLUE</b> - ballpoint 0.5mm; retractable; super fine	90	PC		
3	<b>BALLPEN RED</b> - ballpoint 0.5mm; retractable; super fine	112	PC		
4	<b>BATTERY AA</b> - dry cell, alkaline	80	PC		
5	<b>BATTERY AAA</b> - dry cell, alkaline	92	PC		
6	<b>BROWN ENVELOPE SHORT</b> - material: kraft	153	PC		
7	<b>FOLDER LONG</b> - w/ tab, color: white	260	PC		
8	<b>FOLDER SHORT</b> - w/ tab, A4, color: white	50	PC		
9	<b>INK BLACK 001</b>	6	BTL		
10	<b>INK CYAN 001</b>	6	BTL		
11	<b>INK MAGENTA 001</b>	6	BTL		
12	<b>INK YELLOW 001</b>	6	BTL		
13	<b>PACKAGING TAPE 2"</b> - length: 200 meters; clear	25	PC		
14	<b>PENCIL</b> - regular, no. 2	150	PC		
15	<b>PENCIL ERASER</b> - rasoplast paper eraser	17	PC		
16	<b>PHOTOPAPER</b> - satin; size: A4; 230gsm; compatible to all inkjet printers	75	PC		
17	<b>PLASTIC ENVELOPE</b> - transparent, button lock	25	PC		



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18	<b>PUNCHER</b> - 2 holes; hole size: 5.5mm	2	PC		
19	<b>RECORD BOOK REGULAR</b> - white bond, non-blot, 300 Leaves, 70 gsm, cover material: laminated chipboard, cover size: 178mm x 286mm (min)	60	PC		
20	<b>RIBBON CARTRIDGE (LQ310) SO15634</b>	22	PC		
21	<b>SIGN PEN 0.7</b> - liquid/gel ink, 0.7mm tip, black	87	PC		
22	<b>SIGN PEN REFILL 0.7</b> - liquid/gel ink, 0.7mm tip, black	42	PC		
23	<b>SPECIALTY PAPER NATURAL</b> - 100gsm, white, laid paper, size: letter	45	PACK		
24	<b>SPECIALTY PAPER PALE CREAM</b> - 200gsm, size: letter	15	PACK		
25	<b>STAMP PAD</b> - felt, bed dimension: 60mm x 100mm; color: blue	5	PC		
26	<b>STAPLE WIRE 35</b>	100	BOX		
27	<b>STAPLER WITH REMOVER 35</b> - heavy duty	7	PC		
28	<b>STICKY NOTES</b> - set with multiple sizes and colors	54	PAD		
29	<b>SURGICAL MASK</b>	100	PC		
30	<b>TAPE DISPENSER</b> - table top, 1.2 kg, heavy duty	3	PC		
31	<b>TRANSPARENT PLASTIC 16X24</b>	10	PACK		
32	<b>TRANSPARENT PLASTIC 4X12</b>	150	PACK		
33	<b>WHITE BOARD ERASER</b> - felt, 125mm x 45mm x 19mm (min)	10	PC		
34	<b>WHITEBOARD MARKER</b> - color: black; fine	13	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); 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 OFFICE SUPPLIES**" (RFQ No. 2024-092) and must be submitted on or before **September 16, 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.



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**Prepared by:**

Sgd.

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**Procurement Assistant**

**Noted by:**

Sgd.

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