Santa Maria
WATER DISTRICT

January 28, 2025

*P-RFQ No. P2026-01-004*

**REQUEST FOR QUOTATION**

**SUPPLY AND DELIVERY OF SMWD FORMS AND LETTERHEAD FORMS**

**(PMD-2026-01-004)**

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 SMWD FORMS AND LETTERHEAD FORMS"** through Small Value Procurement (Sec. 34 of R.A. No. 12009) with Approved Budget for the Contract (ABC) of Two-Hundred Twenty-One Thousand Three-Hundred Pesos Only **(₱221,300.00).**

| | Description | Qty | Unit | Unit Cost | Total Amount |
|---|---|---|---|---|---|
| 1 | **INSPECTION & ACCEPTANCE REPORT** | 20 | PAD | | |
| 2 | **LETTERHEAD A4** | 4 | REAM | | |
| 3 | **LETTERHEAD LONG** | 68 | REAM | | |
| 4 | **LETTERHEAD SHORT** | 4 | REAM | | |
| 5 | **PURCHASE ORDER** | 50 | PAD | | |
| 6 | **RETURNED MATERIAL SLIP** | 100 | PAD | | |
| 7 | **SERVICE APPLICATION CARD** | 4,000 | PC | | |
| 8 | **SERVICE ORDER** | 40 | PAD | | |

It is the intent of the Purchaser to evaluate the quotation for the project and award will be made to the quotation resulting in the overall lowest cost.

Pursuant to Appendix A "Documentary Requirement for Alternative Methods of Procurement of Annex "H: of 2016 revised IRR of RA No. 9184, the following documents are required to be submitted along with your quotation/proposal.

1. PhilGEPS Registration Number
2. Mayor's/Business Permit
3. Omnibus Sworn Statement – an unnotarized omnibus sworn statement can be submitted along with the quotation/proposal provided that a notarized copy shall be submitted prior to confirmation of the award by the supplier/contractor.

Additional Requirements to be Submitted along with your quotation/proposal:

1. Photo Copy of Invoice
2. Certificate of Registration (BIR FORM 2303)



(044) 815-3363 / (044) 815-3238
smwdbulacan@yahoo.com
www.smwdbulacan.gov.ph
#302 J.P. Rizal St., Poblacion, Santa Maria, Bulacan

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Management System ISO 9001:2015

Failure to meet any one of the aforementioned requirements will result to rejection of your proposal/quotation.

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 project site if the contract is awarded. Quotations exceeding the Approved Budget for the Contract shall be rejected.

Payment shall be through check and advance payment is not allowed.

The duly accomplished quotation form may be typewritten or handwritten and may be placed in sealed envelope marked **SUPPLY AND DELIVERY OF SMWD FORMS AND LETTERHEAD FORMS** (P-RFQ No. P2026-01-004) and must be submitted on or before **February 03, 2026, 12:00PM** at the SMWD main office. It may also be sent via electronic mail on our official email address at smwdbulacan@yahoo.com on the specified time stated above and address to the **BAC Chairperson, Ms. Maria Leonora S. Romarate**.

Quotations shall be valid for thirty (60) calendar days from the deadline of submission of the same.

DELIVERY SITE: Property and Materials Management Division of SMWD located at 301 J. P. Rizal St., Dulong Bayan, Poblacion, Santa Maria, Bulacan.

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
**Paulo Gabriel F. Rosell**
**Procurement Assistant**

**Noted by:**

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



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