Santa Maria
WATER DISTRICT

January 29, 2025

P-RFQ No. P2026-01-006

REQUEST FOR QUOTATION

SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES

(PMD-2026-01-001, PMD-2026-01-003, 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 OFFICE SUPPLIES"** through Small Value Procurement (Sec. 34 of R.A. No. 12009) with Approved Budget for the Contract (ABC) of Three-Hundred Fifty-Six Thousand Two-Hundred Fifty-Five and Five Hundredths Pesos Only **(₱356,255.05).**

	Description	Qty	Unit	Unit Cost	Total Amount
1	**ADJUSTABLE FOLDER A4 -** Color: Dark Green; Pressboard, Accordion Pleat Gusset; Size A4	6	PC		
2	**ADJUSTABLE FOLDER LONG -** Color: Dark Green; Pressboard, Accordion Pleat Gusset; Size Long	200	PC		
3	**ARCHIVAL MATTE PAPER, 36 x 100"**	2	ROLL		
4	**BALLPEN BLACK -** ballpoint pen; 0.5mm; retractable; super fine	800	PC		
5	**BALLPEN BLUE -** ballpoint pen; 0.5mm; retractable; super fine	50	PC		
6	**BALLPEN WITH HOLDER -** Ballpoint Pen; 0.5mm; with adhesive tape at the base; Color: Black	40	PC		
7	**BATTERY 9V –** Lithium Battery	2	PC		
8	**BINDING COVER, CARDSTACK –** Long; at least 200 GSM 50 or 100 sheets	2	PACK		
9	**BINDING COVER, PVC –** Long; Clear	2	PACK		
10	**BROWN ENVELOPE SHORT -** Size: A4, Material: Kraft	50	PC		
11	**CARBON PAPER -** Size: A4; 100 per box; Color: Black	3	BOX		
12	**CERTIFICATE HOLDER –** Letter Size; Color: Blue	30	PC		
13	**CLEARBOOK Fixed –** Size: A4; Color: Black	24	PC		
14	**CLIP BACKFOLD LARGE -** all metal, 51mm	26	BOX		
15	**CLIP BACKFOLD MEDIUM -** all metal, 32mm	48	BOX		
16	**CLIP BACKFOLD SMALL -** all metal, 19mm, 12 pcs/box	48	BOX		

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

"YOUR WATER, OUR OBLIGATION
YOUR CONVENIENCE, OUR SERVICE"
BAGONG PILIPINAS
TÜVRheinland CERTIFIED
Management System ISO 9001:2015

	Description	Qty	Unit	Unit Cost	Total Amount
17	**CLIP BOARD LONG -** material: plastic or equivalent, with metal clip, size: legal	28	PC		
18	**CLIP BOARD SHORT -** material: plastic or equivalent, with metal clip	1	PC		
19	**CLIP FASTENER –** 40 sheets clamping capacity	2	PC		
20	**CLIP FASTENER REFILL –** packs of 50 clips	2	BOX		
21	**CORRECTION TAPE -** gear type, 8 meters (min), white opaque, 5mm, disposable	278	PC		
22	**DATER STAMP -** character size: 4mm; format: month, day, year (at least 5 years)	6	PC		
23	**DATER STAMP SELF INKING -** format: month, day, year (at least 5 years)	4	PC		
24	**DESK CALENDAR –** Size A4; table top planner	7	PC		
25	**DOUBLE ADHESIVE TAPE -** Size: 1"; Length: 10mtrs	52	PC		
26	**FASTENER PLASTIC -** 70mm, non-sharp edges, hole to hole 7cm; Heavy Duty; 50pcs per box	22	BOX		
27	**FOLDER LONG -** with tab, long; color: white	7	PC		
28	**FOLDER LONG CLEAR –** w/ tab, long; Color: white; Clear	25	PC		
29	**FOLDER LONG COLORED -** w/ tab, long; Color: Blue	50	PC		
30	**FOLDER SHORT -** with tab, A4; color: white	50	PC		
31	**GLUE –** 240g	20	BTL		
32	**HIGHLIGHTER -** chisel tip 1-5mm; material: felt tip; Color: Neon Green	138	PC		
33	**ID CASE – (**w/ Sample Picture: Attachment Below)	202	PC		
34	**INK BLACK 001 –** ink for Epson L1415	12	BTL		
35	**INK BLACK BTD60BK –** ink for brother printer	4	BTL		
36	**INK BLACK LC3617BK –** Black; approx. 550pages in accordance with ISO/IEC 24711; Innobella Ink Cartridge	10	BTL		
37	**INK CYAN 001 –** ink for Epson L1415	3	BTL		
38	**INK CYAN BT5000C –** ink for brother printer	4	BTL		
39	**INK MAGENTA 001 –** ink for Epson L1415	3	BTL		

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

"YOUR WATER, OUR OBLIGATION
YOUR CONVENIENCE, OUR SERVICE"
BAGONG PILIPINAS
TÜVRheinland CERTIFIED
Management System ISO 9001:2015

	Description	Qty	Unit	Unit Cost	Total Amount
40	**INK MAGENTA BT5000M –** ink for brother printer	2	BTL		
41	**INK MAGENTA LC3617M –** Magenta; approx. 550 pages in accordance with ISO/IEC 24711; Innobella Ink Cartridge	5	BTL		
42	**INK YELLOW 001 –** ink for Epson L1415	3	BTL		
43	**INK YELLOW BT5000Y –** ink for brother printer	2	BTL		
44	**JUTE STRING –** Length:100m; Material: Abaca; Size: 2mm	25	ROLL		
45	**KRAFT PAPER WRAPPER –** Color: Brown; Size: 36 x 48 inches 40 gsm	100	PC		
46	**LAMINATING SHEET –** 125 microns, 100 sheets; Legal Size	100	PACK		
47	**LETTER ENVELOPE LONG -** white, 70 gsm, long, window type	326	PC		
48	**LEVERARCH FILE SIDE LONG B –** Chipboard 2.5mm, leatherette paper or polypropylene material, all steel lever mechanism at the side, 3" spine w/ finger ring & clear plastic pocket, Long, blue	2	PC		
49	**MAGAZINE FILE BOX -** double, chipboard material, leatherette paper for outside cover, coated paper for inside cover; Double: Size: 15.5in x 9.5in x 8.5in	3	PC		
50	**MASKING TAPE 1 -** 100 meters	60	ROLL		
51	**MASKING TAPE 2 -** 100 meters	15	ROLL		
52	**METAL DESK TRAY 3 LAYERS –** Size: 11.5in x 9.5in x 14.5in; (w/ Sample Picture: Attachment Below)	3	PC		
53	**MOUSE PAD HEAVY DUTY –** with wrist support design; Dimension: 190x230x25mm (w/ Sample Picture: Attachment Below)	16	PC		
54	**PAPER A3 -** 70 gsm, sub20, white, bond	12	REAM		
55	**PAPER A4 -** 70 gsm, sub20, white, bond	100	REAM		
56	**PAPER CLIP 30mm -** vinyl coated; 100pcs/box	36	BOX		
57	**PAPER CLIP 50mm -** vinyl coated; 100pcs/box	10	BOX		
58	**PAPER LONG -** 70 gsm, sub20, white, bond	125	REAM		
59	**PENCIL -** hardness: #2, lead with eraser, wood casing	108	PC		
60	**PENCIL ERASER -** rasoplast paper eraser; rubber	20	PC		

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

"YOUR WATER, OUR OBLIGATION
YOUR CONVENIENCE, OUR SERVICE"
BAGONG PILIPINAS
TÜVRheinland CERTIFIED
Management System ISO 9001:2015

	Description	Qty	Unit	Unit Cost	Total Amount
61	**PERMANENT MARKER** - felt, bullet type, color: black	120	PC		
62	**PERMANENT MARKER INK REFILL** - color: black	1	BTL		
63	**PICTURE FRAME 8.5 X 11 –** Color: Black	40	PC		
64	**PLANNER –** pocket/ handy	2	PC		
65	**PLASTIC ENVELOPE -** transparent, button lock	30	PC		
66	**PLASTIC ENVELOPE WITH DIVIDER -** with holder, legal, push lock	2	PC		
67	**PLASTIC ENVELOPE WITH HOLDER -** with holder, legal, push lock	17	PC		
68	**PUSH PINS -** 100pcs per box	10	BOX		
69	**RECORD BOOK BIG -** white bond, non-blot, 300 Leaves, 70 gsm, laminated chipboard, cover size: 8.5" x 11" (w/ Sample Picture: Attachment Below)	17	PC		
70	**RECORD BOOK REGULAR -** white bond, non-blot, 300 Leaves, 70 gsm, laminated chipboard, cover size: 178mm x 286mm	60	PC		
71	**RECORD BOOK SMALL -** white bond, non-blot, 300 Leaves, 70 gsm, laminated chipboard, cover size: 140mm x 217mm	26	PC		
72	**RIBBON CARTRIDGE (LQ310) SO15634** – Ribbon cartridge for EPSON LQ310	40	PC		
73	**RIBBON PRINTER REFILL -** endless ribbon refill	400	ROLL		
74	**RING BINDING COMB,** 10mm	1	BUNDLE		
75	**RUBBER BAND BIG -** flat brown, 350g	8	BOX		
76	**RULER -** plastic, transparent, 12" or 1 foot, heavy duty	15	PC		
77	**SIGN PEN 0.7 -** liquid/gel ink, 0.7mm tip, black	98	PC		
78	**SIGN PEN REFILL 0.7 -** liquid/gel ink, 0.7mm tip, black	48	PC		
79	**SPECIALTY PAPER NATURAL -** 10pcs per pack; Size: 8 1/2 x 11; 100 gsm	75	PACK		
80	**SPECIALTY PAPER WHITE -** 10pcs per pack; Size: 8 1/2 x 13; 200 gsm	50	PACK		
81	**STAMP PAD -** Felt, Bed Dimension: 60mm x 100mm Color: Blue	5	PC		

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

"YOUR WATER, OUR OBLIGATION
YOUR CONVENIENCE, OUR SERVICE"
BAGONG PILIPINAS
TÜVRheinland CERTIFIED
Management System ISO 9001:2015

	Description	Qty	Unit	Unit Cost	Total Amount
82	**STAMP PAD INK BLACK 50ml**	2	BTL		
83	**STAMP PAD INK BLUE 50ml**	12	BTL		
84	**STAMP PAD INK RED 50ml**	2	BTL		
85	**STAPLE WIRE 35 –** 5,000 per box	132	BOX		
86	**STENO -** spiral, 40 leaves	4	PC		
87	**STICKY NOTE – STRIPS –** Strong adhesive; High-Quality Surface (w/ Sample Picture: Attachment Below)	19	PAD		
88	**STICKY NOTES –** Set w/ multiple sizes and colors (w/ Sample Picture: Attachment Below)	41	PAD		
89	**SURGICAL GLOVES –** Nitrile gloves (Medium)	600	PC		
90	**SURGICAL MASK –** FDA Approved	250	PC		
91	**WHITE BOARD ERASER –** Common Size, Magnetic white board eraser	8	PC		
92	**WHITE PLASTIC TWINE STRAW -** 1kg; Color: Black	13	ROLL		
93	**WHITEBOARD MARKER -** bullet tip Color: Black	48	PC		
94	**YELLOW PAD -** 8.5" x 11.75"; 90 leaves 85 gsm	2	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)

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

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

"YOUR WATER, OUR OBLIGATION
YOUR CONVENIENCE, OUR SERVICE"
BAGONG PILIPINAS
TÜVRheinland CERTIFIED
Management System ISO 9001:2015

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 OFFICE SUPPLIES** (P-RFQ No. P2026-01-006) 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 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 delivery period shall be within 1**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 and non-compliant with the specifications The delivery will be made only during working days from 8:00 AM to 5:00 PM.

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

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

"YOUR WATER, OUR OBLIGATION
YOUR CONVENIENCE, OUR SERVICE"
BAGONG PILIPINAS
TÜVRheinland CERTIFIED
Management System ISO 9001:2015

Metal Desk Tray 3 Layers

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

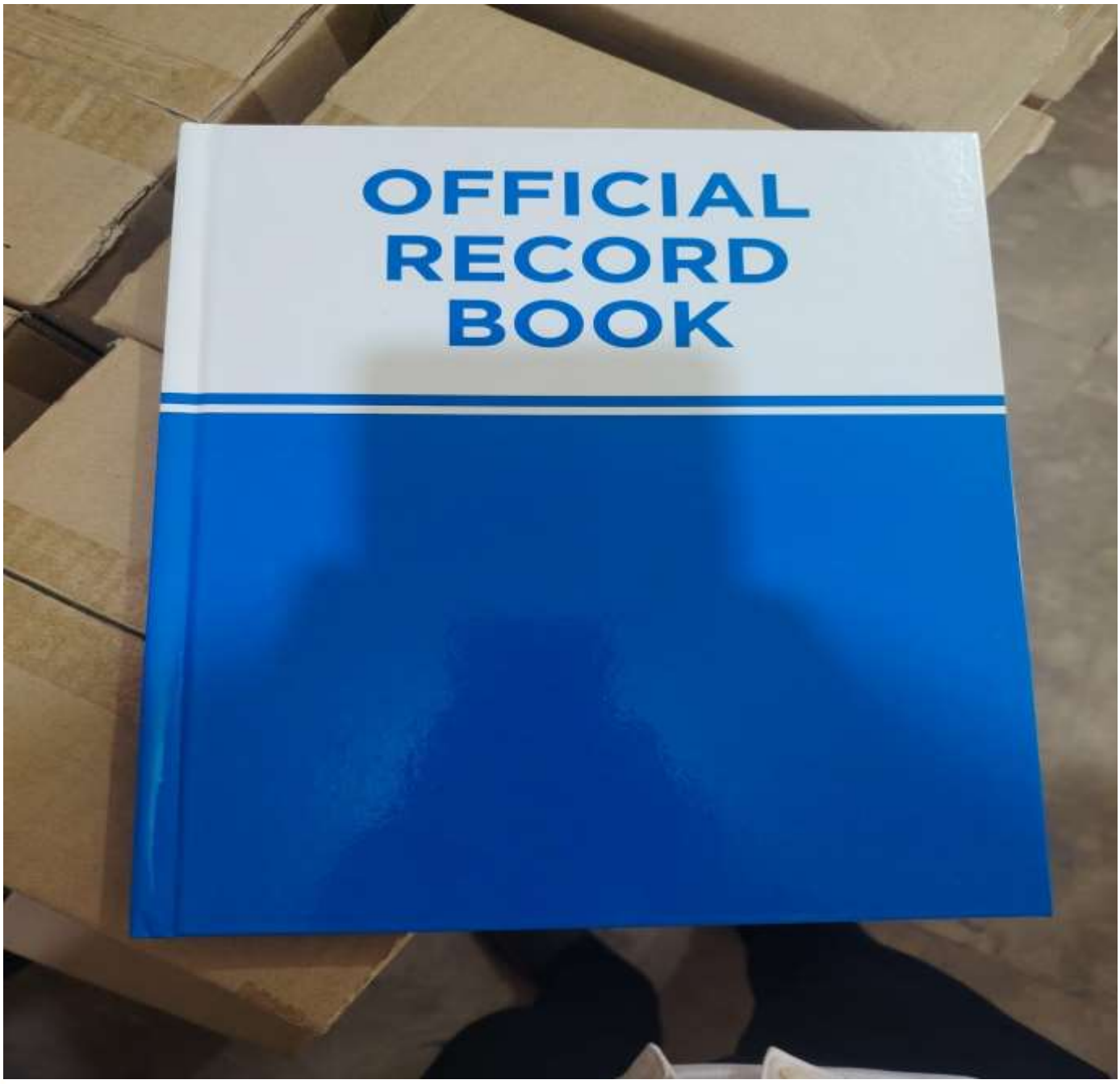
"YOUR WATER, OUR OBLIGATION
YOUR CONVENIENCE, OUR SERVICE"
BAGONG PILIPINAS
TÜVRheinland CERTIFIED
Management System ISO 9001:2015

Sticky Notes & Sticky Strips

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

"YOUR WATER, OUR OBLIGATION
YOUR CONVENIENCE, OUR SERVICE"
BAGONG PILIPINAS
TÜVRheinland CERTIFIED
Management System ISO 9001:2015
www.tuv.com ID 9105045583

Record Book Big



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

"YOUR WATER, OUR OBLIGATION
YOUR CONVENIENCE, OUR SERVICE"
BAGONG PILIPINAS
TÜVRheinland CERTIFIED
Management System ISO 9001:2015

ID CASE

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

Santa Maria
WATER DISTRICT

Mousa Pad Heavy Duty

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

"YOUR WATER, OUR OBLIGATION
YOUR CONVENIENCE, OUR SERVICE"
BAGONG PILIPINAS
TÜVRheinland CERTIFIED
Management System ISO 9001:2015