



CARMONA WATER DISTRICT

(LWUA CCC No. 561)

Block 8, Lot 8, Joy St., Cityland Subdivision, Brgy. Mabuhay, Carmona, Cavite

Tel. No. (046) 430-0832 loc. 101-112, Fax No. (046) 430-1705

Email Add: carmonawd@yahoo.com

Request for Quotation for the Supply and Delivery of Various Office Supplies of Carmona Water District for FY 2020

1. The Carmona Water District hereinafter referred to as the "Purchaser" now requests for submission of price quotation for the procurement of the aforesaid item described in the Technical Specifications.
2. A set of technical specifications are provided in Attachment 1. All items listed under the Purchaser's Specifications must be complied with on a pass-fail basis. Failure to meet any one of the requirements may result in rejection of the quotation.
3. Procurement procedures will be conducted in accordance with the provisions of the Revised Implementing Rules and Regulations (IRR) of Republic Act 9184.
4. Quotation must be delivered/faxed/emailed on or before March 19, 2020 at 05:00 PM:

Carmona Water District

Block 8, Lot 8, Joy St., Cityland Subdivision,

Brgy. Mabuhay, Carmona, Cavite

Telefax No. (046) 430-1705

carmonawd@yahoo.com

BAC Secretariat: erickjeffenestrella@yahoo.com.ph

josemariloyola@yahoo.com.ph

5. 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/s if the contract is awarded.
6. Bids/quotation shall be valid for one hundred twenty (120) calendar days the deadline of submission of bids.
7. The delivery period shall be three to five (3–5) days upon receipt of Purchase Order (PO)
8. The winning bidder/supplier shall submit a notarized Omnibus Sworn Statement, a copy of Mayor's/Business Permit and Income/Business Tax Return prior to the issuance of Purchase Order as stated in Annex "H" Appendix A of the Revised Implementing Rules and Regulations (IRR) of Republic Act 9184.

**BIR Certificate of Registration shall be submitted in lieu of DTI Registration and Mayor's Permit*

9. Delivery Site:

Carmona Water District
Block 8, Lot 8, Joy St., Cityland Subdivision,
Brgy. Mabuhay, Carmona, Cavite

10. The applicable rate for late deliveries is one tenth (1/10) of one (1) percent of the cost of the unperformed portion of the contract for every day of delay. The maximum deduction shall be ten percent (10%) of the amount of contract. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the contract amount, the Purchaser shall rescind the contract without prejudice to other courses of action and remedies open to it.
11. The Purchaser reserves the right to accept or reject any proposal, and to annul the procurement process or reject all proposals at any time prior to contract award, without thereby incurring any liability to the affected bidder/bidders.

The Purchaser also reserves the right to waive minor deviations/defects or infirmities therein. A minor deviation/defect or infirmity is one that does not materially affect the overall functionality of the material and the capability of the supplier to perform the contract.

12. The prospective bidder/supplier shall submit the following:
- a) Quotation Form
 - b) Technical Specifications
 - c) Proof of Philgeps Registration

Sgd.
ROCELISA G. MAULANIN
BAC Chairman

TECHNICAL SPECIFICATIONS

Purchaser's Specifications			Bidder's Specifications
ITEM	UNIT	QTY	
ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	bottle	96	
BATTERY, dry cell, AA, 2 pieces per blister pack	pack	40	
BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	44	
CARBON FILM, PE, blue, size 216mm x 330mm	box	1	
CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle	24	
CLEARBOOK, 20 transparent pockets, for LEGAL size	piece	10	
CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box	5	
CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box	8	
CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box	13	
CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box	15	
CONTINUOUS FORM, 1 PLY, 280 x 241mm	box	10	
CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless	box	14	
CONTINUOUS FORM, 2 ply, 280 x 378mm, carbonless	box	1	
CORRECTION TAPE, film base type, UL 6m min	piece	170	
CUTTER KNIFE, for general purpose	piece	4	
DATA FILE BOX, made of chipboard, with closed ends	piece	12	
DATA FOLDER, made of chipboard, taglia lock	piece	168	
DETERGENT POWDER, all purpose, 1kg	pack	24	
ENVELOPE, MAILING, white, 80gsm (-5%)	box	8	
FASTENER, METAL, 70mm between prongs	box	41	
FOLDER, TAGBOARD, for legal size documents	pack	9	
GLUE, all purpose, gross weight: 200 grams min	jar	1	
INK CART, EPSON C13T664100 (T6641), Black	cart	40	
INK CART, EPSON C13T664200 (T6642), Cyan	cart	12	
INK CART, EPSON C13T664300 (T6643), Magenta	cart	12	
INK CART, EPSON C13T664400 (T6644), Yellow	cart	12	
INK CART, HP CZ107AA, (HP678), Black	cart	1	
INK CART, HP CZ108AA, (HP678), Tricolor	cart	1	
Light Bulb, LED, 7 watts 1 pc in individual box	piece	50	
MARKER, PERMANENT, bullet type, black	piece	21	
MARKER, PERMANENT, bullet type, blue	piece	10	
NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	40	
PUNCHER, paper, heavy duty, with two hole guide	piece	8	
RAGS, all cotton, 32 pieces per kilogram min	bundle	15	
RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	piece	21	
RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	piece	11	

Purchaser's Specifications			Bidder's Specifications
ITEM	UNIT	QTY	
RIBBON CART, EPSON C13S015516 (#8750), Black	cart	5	
RUBBER BAND, 70mm min lay flat length (#18)	box	1	
SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	40	
SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece	5	
STAPLE REMOVER, PLIER-TYPE	piece	10	
STAPLE WIRE, for heavy duty staplers, (23/13)	box	18	
TAPE, MASKING, width: 24mm (±1mm)	roll	10	
TAPE, MASKING, width: 48mm (±1mm)	roll	26	
TAPE, PACKAGING, width: 48mm (±1mm)	roll	9	
TAPE, TRANSPARENT, width: 24mm (±1mm)	roll	144	
TAPE, TRANSPARENT, width: 48mm (±1mm)	roll	8	
TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack	48	
BALIKBAYAN BOX	piece	10	
Ballpen Black	piece	490	
BALLPEN BLUE	piece	120	
Ballpen Red	piece	64	
Bath Soap (safeguard) 135g	box	120	
Battery, size AA, Alkaline 4pcs per pack	pack	2	
Battery, size AAA, Alkaline 4pcs per pack	pack	8	
Bleach (Zonrox, Gentle Clean), 500 ML	bottle	24	
CARBON PAPER BLUE LEGAL	box	4	
Clipboard with Cover Long	piece	15	
COLUMNAR NOTEBOOK	piece	8	
Dishwashing Foam w/ Scouring Pad (Scotch Brite) Big	piece	48	
Dishwashing Liquid, Refill 500 ML	pack	20	
Door Mat, Big	piece	40	
Epson 003 Ink Bottle, Black	piece	4	
Epson 003 Ink Bottle, Cyan	piece	2	
Epson 003 Ink Bottle, Magenta	piece	2	
Epson 003 Ink Bottle, Yellow	piece	2	
Fabric conditioner, 500ml (Surf, Pink)	bottle	24	
Facial Tissue, 2 ply, 250 pulls	box	27	
File system box (125mmx230mmx400mm)	piece	20	
FINGER MOISTENER	piece	12	
FOLDER (LEGAL, PLASTIC)	piece	60	
GLUE LIQUID	bottle	24	
HEAVY DUTY STAPLER	piece	6	
Index Card (1/2)	pack	2	
Ink Refill for permanent marker, black	bottle	1	
Paper Multicopy Short, 70gsm	ream	8	
Paper, A3 size	ream	1	

Purchaser's Specifications			Bidder's Specifications
ITEM	UNIT	QTY	
PLASTIC FASTENER (LONG) 70MM	box	6	
Push Pins, 50pcs per box	box	2	
RIBBON SPOOL FOR EPSON DOT MATRIX	piece	300	
RUBBER BAND	box	4	
STAPLE WIRE #35	box	48	

Approved Budget for the Contract: Php150,000.00

Terms of Payment: 30 Calendar days upon completion of delivery

Delivery Site: Carmona Water District, Block 8, Lot 8, Joy St., Cityland Subd., Brgy. Mabuhay, Carmona, Cavite

Delivery Period: Three to five (3-5)-days upon receipt of Purchase Order (PO)

REQUEST FOR QUOTATION FORM

Date: _____
RFP. No. 2020-03-0105

Attention: BIDS AND AWARDS COMMITTEE
Block 8, Lot 8, Joy St., Cityland Subdivision, Brgy. Mabuhay,
Carmona, Cavite

- 1) Having examined the subject Request for Quotation (RFQ) including the Technical Specifications, we, the undersigned offer to supply and deliver the following:

Description	Quantity	Location	Total Price
Various Office Supplies of Carmona Water District for FY 2020	1 Lot	Carmona Water District	

- 2) We undertake, if our Quotation was accepted, to be available for delivery the above goods within three (3-5) days delivery period from receipt of Purchase Order (PO).
- 3) We agree to abide by this quotation for a period of one hundred twenty (120) days after the deadline of submission specified in the RFQ.
- 4) We understand that payment for items delivered will be made in the stated terms of payment to the winning supplier after the inspection and acceptance of goods delivered.

Name of company : _____

Postal address : _____

TIN No. : _____

Telephone/ Fax No./ Email Address : _____

Supplier's representative : _____

Signature over printed name : _____

Designation : _____

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. **Select one, delete the other:**

If a sole proprietorship: I am the sole proprietor of *[Name of Bidder]* with office address at *[address of Bidder]*;

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. **Select one, delete the other:**

If a sole proprietorship: As the owner and sole proprietor of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for *[Name of the Project]* of the *[Name of the Procuring Entity]*;

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the *[Name of Bidder]* in the bidding as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)]*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**

If a sole proprietorship: I am not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a partnership or cooperative: None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a corporation or joint venture: None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:
 - a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

Bidder's Representative/Authorized Signatory