



Request for Quotation for the Supply and Delivery of Office Supplies for FY 2023

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 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act 9184.
4. Quotations must be delivered/faxed/emailed on or before October 16, 2023 at 05:00 PM:

Carmona Water District
Block 8, Lot 8, Joy St., Cityland Subdivision,
Brgy. Mabuhay, Carmona, Cavite
Tel. No. (046) 430-0832 / (046) 430-1705
carmonawd@yahoo.com billing@carmonawd.gov.ph
BAC Secretariat: cornelio.pacleb@carmonawd.gov.ph
customerservice@carmonawd.gov.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. Quotations shall be valid for one hundred twenty (120) calendar days from the deadline of submission of bids.
7. The delivery period shall be within thirty (30) days upon receipt of Purchase Order (PO).
8. The winning bidder/supplier shall submit a copy of Mayor's/Business Permit 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 quotation, and to annul the procurement process or reject all quotations 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
Chairperson, Bids and Awards Committee

Attachment 1

TECHNICAL SPECIFICATIONS

Purchaser's Specifications			Bidder's Specifications		
Office Supplies for FY 2023					
Ballpen Black	piece	314			
Ballpen Blue	piece	40			
Ballpen Red	piece	20			
BATTERY, dry cell, size AA, Two (2) pieces per blister pack	pack	40			
BATTERY, dry cell, size AAA, Two (2) pieces per blister pack	pack	44			
Bleach	bottle	20			
BROOM, Soft (Walis Tambo)	piece	18			
BROOM, Stick (Walis Ting-ting)	piece	12			
CALCULATOR, Compact	unit	4			
Carbon Film Legal (Blue)	box	3			
CLEANER, Toilet Bowl and Urinal, 900mL - 1000mL	bottle	34			
CLEARBOOK, 20 transparent pockets, legal	piece	15			
Clipboard w/ cover, (Long & Black)	piece	20			
COMPUTER CONTINUOUS FORM, 2 ply, 280mm x 241mm, 1,000 sets per box	box	2			
COMPUTER CONTINUOUS FORM, 2 ply, 280mm x 378mm, 1,000 sets per box	box	2			
CORRECTION TAPE, 8 meters	piece	40			
CUTTER/UTILITY KNIFE, for general purpose	box	4			
DATA FILE BOX	piece	17			
DATA FOLDER	piece	54			
DATING AND STAMPING MACHINE	unit	3			
DETERGENT POWDER, all purpose, 1kg	pack	60			
DISINFECTANT SPRAY, Aerosol type, 400g	can	30			
Dishwashing Liquid	bottle	30			
DUST PAN, rigid non-breakable plastic	piece	10			
Epson Ink 003 Black	bottle	43			
Epson Ink 003 Cyan	bottle	32			
Epson Ink 003 Magenta	bottle	34			
Epson Ink 003 Yellow	bottle	33			
Fabric Conditioner	bottle	30			
FASTENER, metal, non-sharp edges, 50 sets per box	box	43			
File Tray	unit	2			



Purchaser's Specifications			Bidder's Specifications	
FOLDER with tab, legal, 100 pieces per pack	pack	1		
GLUE, all-purpose, 200 grams	jar	5		
INK CARTRIDGE, EPSON C13T664200 (T6642), Cyan	bottle	2		
INK CARTRIDGE, EPSON C13T664400 (T6644), Yellow	bottle	2		
INK, for stamp pad, 50mL	bottle	2		
INSECTICIDE, 50ml	can	30		
LIGHT-EMITTING DIODE (LED) LIGHT BULB, 7 watts	unit	30		
LIQUID HAND SOAP, 500mL	bottle	24		
Log Book (thin) 150 pages	book	5		
LOOSELEAF COVER, 50 sets per bundle	bundle	1		
MARKER, Permanent, Black	piece	15		
MARKER, Permanent, Blue	piece	12		
MARKER, Permanent, Red	piece	8		
MARKER, Whiteboard, Black	piece	12		
MARKER, Whiteboard, Blue	piece	12		
MARKER, Whiteboard, Red	piece	12		
MOPHEAD, made of rayon	piece	12		
MOUSE, OPTICAL, USB connection type	unit	2		
NOTE PAD, stick on, 2" x 3", 100 sheets per pad	piece	12		
NOTE PAD, stick on, 3" x 3", 100 sheets per pad	piece	2		
NOTE PAD, stick on, 3" x 4", 100 sheets per pad	piece	13		
NOTEBOOK, stenographer	piece	1		
PAPER CLIP, vinly/plastic coated, 33mm	box	30		
PAPER, MULTICOPY A4, 500 sheets per ream	ream	10		
PAPER, MULTICOPY LEGAL, 500 sheets per ream	ream	10		
PAPER, MULTIPURPOSE A4, 500 sheets per ream	ream	88		
PAPER, MULTIPURPOSE LEGAL, 500 sheets per ream	ream	50		
PHILIPPINE NATIONAL FLAG	piece	4		
Polypropylene Water Proof Sticker	pack	1		
PUNCHER, paper, heavy duty	unit	2		
RAGS, all cotton, 1 kilo per bundle	bundle	30		
RECORD BOOK, 300 PAGES	book	30		
RECORD BOOK, 500 PAGES	book	20		
RIBBON CARTRIDGE, EPSON C13S015531 (S015086)	cart	6		
RUBBER BAND No. 18, 350g	box	4		
Ruler, plastic, 12"	piece	4		
Sack	piece	50		
SCISSORS, symmetrical or asymmetrical	piece	15		
SCOURING PAD, 5 pieces per pack	pack	12		
SIGN PEN, Black, liquid or gel	piece	72		



Purchaser's Specifications			Bidder's Specifications
SIGN PEN, Red, liquid or gel	piece	12	
STAPLE WIRE, heavy duty (binder type), 23/13	box	2	
STAPLE WIRE, standard	box	34	
STAPLER, heavy duty (binder type), desktop	unit	1	
STAPLER, standard type	unit	4	
TAPE DISPENSER, table top	unit	2	
TAPE, masking, 24mm	roll	12	
TAPE, masking, 48 mm	roll	22	
TAPE, packaging, 48 mm	roll	12	
TAPE, transparent, 24mm	roll	30	
TAPE, transparent, 48 mm	roll	15	
TISSUE, INTERFOLDED PAPER TOWEL, 150 pulls per pack	pack	22	
TOILET TISSUE PAPER, 2 ply, 12 rolls in a pack	pack	46	
Trash Bag for Trash Can (Small)	roll	30	
TRASHBAG, black, 37" x 40", XL, 10 pieces per roll or pack	pack	120	
			Requirements: <ul style="list-style-type: none"> Please indicate the brand and model of the product being offered.

Approved Budget for the Contract: Php179,935.03

Terms of Payment: Upon complete delivery.

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

Delivery Period: Within thirty (30) days upon receipt of Purchase Order (PO)



REQUEST FOR QUOTATION FORM

Date: _____

RFQ. No. 2023-CWD-10-001

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	Delivery Site	Unit Price	Total Price
Office Supplies for FY 2023	1 Lot	Carmona Water District		

- 2) We undertake, if our Quotation or bid is accepted, to be available for delivery the above goods within thirty (30) days upon receipt of Purchase Order (PO).
- 3) We agree to abide by this Quotation/bid 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 : _____