



Request for Quotation for the Supply and Delivery of Office Supplies for FY 2024

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 July 17, 2024 at 05:00 PM:

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



REPUBLIC OF THE PHILIPPINES
CARMONA WATER DISTRICT
(LWUA CCC NO. 561)
ISO CERTIFICATE NO. 80132/A/0001/UK/En
Blk. 8, Lot 8, Joy St., Cityland Subdivision, Brgy. Mabuhay
City of Carmona, Cavite
Tel. No. (048) 430-0832 loc. 101-112, Fax No. (048) 430-1705
Email Add.: carmonawd@yahoo.com



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 2024					
BLADE, for general purpose cutter/utility knife, 10 pieces per tube	4	Tube			
BROOM, Soft (Walis Tambo)	36	Piece			
BROOM, Stick (Walis Ting-ting)	24	Piece			
CALCULATOR, Compact	5	Unit			
COMPUTER CONTINUOUS FORM, 1 ply, 280mm x 241mm, 2,000 sheets per box	10	Box			
COMPUTER CONTINUOUS FORM, 2 ply, 280mm x 241mm, 1,000 sets per box	14	Box			
COMPUTER CONTINUOUS FORM, 2 ply, 280mm x 378mm, 1,000 sets per box	4	Box			
CUTTER/UTILITY KNIFE, for general purpose	8	Piece			
DUST PAN, rigid non-breakable plastic	20	Piece			
FASTENER, metal, non-sharp edges, 50 sets per box	26	Box			
GLUE, all-purpose, 200 grams	2	Jar			
INK, for stamp pad, 50mL	4	Bottle			
INK CARTRIDGE, EPSON C13T664300 (T6643), MAGENTA	2	Cart			
INK CARTRIDGE, EPSON C13T664100 (T6641), BLACK	8	Cart			
LOOSELEAF COVER, 50 sets per bundle	1	Bundle			
MARKER, Permanent, Black	20	Piece			
MARKER, Permanent, Blue	20	Piece			
MARKER, Permanent, Red	5	Piece			
MARKER, Whiteboard, Blue	15	Piece			
MOPHEAD, made of rayon	48	Piece			
MOUSE, OPTICAL, USB connection type	4	Unit			
NOTE PAD, stick on, 2" x 3", 100 sheets per pad	26	Pad			
NOTE PAD, stick on, 3" x 4", 100 sheets per pad	24	Pad			
PAPER CLIP, vinly/plastic coated, 33mm	60	Box			
PAPER, MULTIPURPOSE A4, 500 sheets per ream	15	Ream			
PAPER, MULTIPURPOSE LEGAL, 500 sheets per ream	10	Ream			
PHILIPPINE NATIONAL FLAG	8	Piece			
RAGS	60	Bundle			
RUBBER BAND No. 18, 350g	8	Box			
SIGN PEN, Extra Fine Tip, Black	144	Piece			



Purchaser's Specifications			Bidder's Specifications
SIGN PEN, Extra Fine Tip, Red	24	Piece	
STAMP PAD, felt	4	Piece	
RIBBON CARTRIDGE, EPSON C13S015531 (S015086)	12	Cart	
TAPE, masking, 24mm	29	Roll	
TAPE, masking, 48 mm	22	Roll	
TAPE, packaging, 48 mm	24	Roll	
TAPE, transparent, 48 mm	24	Roll	
TRASHBAG, XL size	240	Pack	
BALLPEN (Retracktable)	144	Piece	
PHOTO PAPER	12	Pack	
UNINTERRUPTIBLE POWER SUPPLY	6	Unit	
DOOR MAT	40	Piece	
Epson Ink 003, Black	48	Unit	
Epson Ink 003, Cyan	20	Unit	
Epson Ink 003, Magenta	20	Unit	
Epson Ink 003, Yellow	20	Unit	
Balikbayan Box	14	Piece	
Cleaning Brush for CR	12	Piece	
Cleaning Brush for floor with handle	6	Piece	
Clipboard w/ cover	10	Piece	
Feather duster	6	Piece	
Pay Envelope	1000	Piece	
Epson Ink 003, Black	8	Bottle	
Columnar Book	10	Piece	
Staple Wire #35	65	Box	
Glycerine Fingertip	6	Piece	
Carbon Film, Blue	1	Box	
PVC/Plastic Ring Binder (32mm) - black	12	Piece	
Sticker Paper - Vinyl	50	Pack	
Laminating Film (100 sheets)	1	Box	

Approved Budget for the Contract: Php195,357.36

Terms of Payment: Upon complete delivery.

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

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



REQUEST FOR QUOTATION FORM

Date: _____
RFQ. No. 2024-CWD-07-001

Attention: BIDS AND AWARDS COMMITTEE
Block 8, Lot 8, Joy St., Cityland Subdivision, Brgy. Mabuhay,
City of 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 2024	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 : _____