



**NAVAL WATER DISTRICT**  
Castin St., Naval,  
Province of Biliran, 6560

**REQUEST FOR QUOTATION (RFQ)  
NEGOTIATED PROCUREMENT - Small Value Procurement**

RFQ No : 2020 - 05 - 019

Reference: PR No.: AD 202-02-001, FCD 20-02-005

Date : May 21, 2020

Office/End-User Unit: AD, FCD & PECM

PECM 202-002

THE MANAGER

SIR/MADAM:

Please quote your price for the item specified below, taking into consideration the following:

**PROCUREMENT TERMS & CONDITIONS**

- The Total Approved Budget for the Contract (ABC) for the Supply And Delivery of Office Supplies is: **Eighty Nine Thousand Eight Hundred Twenty Two pesos and 54/100 only (P 89,822.54)**
- Price quotation/s to be denominated in Philippine Peso and shall include all taxes, duties, freight and handling, and/or levies payable and shall be firm and valid for the period of at least thirty (30) days from the of receipt of quotation and shall be binding upon the supplier within the period.
- Any interlineations, erasures, or overwriting shall be valid only if they are signed or initiated by you or any of duly authorized representatives/s.
- Deadline for the submission of Bids will be on: **May 29, 2020, at 10:00 A.M.**
- Delivery/Payment Terms:
  - Place : NWD Office, Castin St., Naval, Biliran      c) Mode : Delivery
  - Date : within 7 days from receipt of Purchase Order      d) Payment Term: within 7 days from complete delivery and final acceptance

- Bidders must secure copy of the RFQ at Naval Water District office from the BAC Secretariat during office hours & it may also be downloaded from the website of the Philippine Government Electronic Procurement System ( PhilGEPs ). The RFQ and a copy of the Certification of Philgeps Registration must be submitted or mailed in a sealed envelop duly mark ( including the RFQ Reference of the project for proper identification) and will be open only on the scheduled date of bid opening.
- Evaluation of bids will be conducted on a per "item" basis. Prospective bidders must quote for all the item listed herein, otherwise, the quotation will be considered non-complying.
- Refusal to accept an award maybe ground for imposition of administrative sanctions under Rule XXIII of the Revised IRR of RA 9184.
- Failure of the Supplier to deliver goods under the contract within the specified delivery schedule shall be liable for damages for the delay pursuant to sec.33 of Annex D of the Handbook of Philippine Government Procurement, 6th Edition.
- The NWD reserves the right to return the goods delivered by the winning bidder for failure to comply with the required specifications at the bidder's expense.

**ROSALINA R. MONTES**  
BAC Chairman

**BRENDA A. DELA CRUZ**  
Purchasing Agent

I have read and understood the procurement terms & Condition stated above. By signing this quote, I hereby agree and bind myself to the above terms & Conditions.

ITEM	QTY	UNIT	PARTICULARS	ABC	BID PRICE	
					U/P	TOTAL AMOUNT
1	70	btl	Alcohol (Casino) 70% Isopropyl 500ml	5,250.00		
2	23	pcs	Balpen my gel blue-refill	423.89		
3	50	pcs	Balpen my gel black-refill	921.50		
4	22	pcs	Balpen my gel-blue	529.98		
5	71	pcs	Balpen my gel-black	1,710.39		
6	31	pcs	Balpen my gel-green	852.50		
7	5	pcs	Balpen G-tech C-4 blue	412.50		
8	43	pcs	Balpen G-tech C-4 black	3,547.50		
9	8	pcs	Balpen G-tech C-4 blue refill	396.00		
10	26	pcs	Balpen G-tech C-4 black refill	1,287.00		
11	26	pcs	Balpen Pilot Bp-5 fine blue	772.20		
12	30	pcs	Balpen Pilot Bp-5 fine black	891.00		
13	34	reams	Bond Paper Long-orange sub. 20	10,285.00		
14	18	reams	Bond Paper A4 - orange sub. 20	3,206.70		
15	14	reams	Bond Paper Long - Multi copy	2,361.10		
16	15	reams	Bond Paper A4 - Multi copy	2,373.15		
17	10	reams	Bond Paper Long -Ground wood	980.10		
18	63	reams	Bond Paper White Wove-long	14,798.70		
19	4	pcs	Calculator 12 digits - casio	1,716.00		
20	2	pcs	Columnar Book - 4 columns	60.00		
21	2	pcs	Columnar Book - 8 columns	60.00		
22	6	pcs	Columnar Book - 12 columns	178.20		

23	10	pcs	Columnar Book - VECCO Product 6 Columns	297.00		
24	6	pcs	Correction Pen - UNI	693.00		
25	49	pcs	Correction Tape - Joy 5mm	1,078.00		
26	1	pc	Cutter Board	723.80		
27	3	rolls	Electrical Tape ARMAK 1"	190.62		
28	15	pcs	Clip Board With Cover	1,303.50		
29	9	pcs	Correction Pen - Papermate	940.20		
30	1	ream	Continues Form - 2 PLY -9 1/2 x 13	1,732.50		
31	13	pcs	Envelope Brown Long Expanded	221.00		
32	15	pcs	Filer Box Type - Open (Single)	2,376.00		
33	187	pcs	Folder Long Thick - Starfile	1,040.16		
34	34	pcs	Folder Long Thick Expanded	391.00		
35	96	pcs	Folder Long Pressboard - (Expanded White)	1,104.00		
36	6	pcs	Filer Box Type - Open (Double)	1,782.00		
37	3	pcs	Filing Tray	825.00		
38	1	pc	Engineer's Field Book	78.00		
39	7	pcs	Log Book 300 Leaves - record book	609.00		
40	100	pcs	Mailing Envelop (Long)	100.00		
41	6	reams	Memographing Paper - Long	990.00		
42	17	bxs	Paper Clip Big-Prince	100.74		
43	7	bxs	Paper Clip Small-Prince	55.00		
44	23	bxs	Paper Fastener Plastic - Apple	837.20		
45	15	bxs	Paper Fastener - Metal	472.50		
46	19	pcs	Paste - Red-Stone Whale 200g	817.00		
47	1	bxs	Pencil Mongol #2	264.00		
48	14	pcs	Pentel Pen Blue - Pilot-Fine	616.00		
50	11	pcs	Pentel Pen Black - Pilot-Fine	484.00		
51	3	pcs	Pentel Pen red - Pilot-Fine	132.00		
52	2	pcs	Pentel Pen Red - Pilot-Broad	88.00		
53	10	pcs	Pentel Pen Black - Pilot-Broad	440.00		
54	4	pcs	Pentel Pen Blue - Pilot-Broad	176.00		
55	15	pcs	Pencil Mongol #1	342.75		
56	7	pad	Post It Paper 3x3 HBW Stick on Paper	356.51		
57	22	bxs	Rubber Bond - Small (Brite)	682.00		
58	7	pcs	Scissors 5" (HBW)	583.00		
59	4	pcs,	Scissor Heavy Duty	260.00		
60	2	pcs	Ruler 12" (Joy)	17.60		
61	4	rolls	Scotch Tape 3/4" (ARMAK)	52.24		
62	31	rolls	Scotch Tape 1" (ARMAK)	404.86		
63	13	rolls	Scotch Tape 2" (ARMAK)	286.00		
64	8	pcs	Stabilo Boss - Yellow	118.60		
65	1	pc	Scotch Tape Holder	66.00		
66	2	pcs	Staple Remover- Heavy Duty	147.00		
67	3	pcs	Staple Remover- small	82.50		
68	46	bxs	Staple Wire Max #10 (12bx/bx)	11,316.00		
69	9	bxs	Staple Wire Max # 35	467.80		
70	6	pcs	Steadler-Eraser	130.35		
71	2	pcs	Stapler Big #35	154.00		
72	3	pack	Ice Water Wrapper 3x10	128.70		
73	1	pc	Paint Brush 1"	56.00		
74	1	pc	T Square 35" Length	200.00		
			<b>TOTAL</b>	<b>89,822.54</b>		

PLEASE FILL-OUT THIS PORTION LEGIBLY AND COMPLETELY:

Date: \_\_\_\_\_

Signature Over Printed Name \_\_\_\_\_

of Authorized Representative \_\_\_\_\_

Position in Firm \_\_\_\_\_

Business Address \_\_\_\_\_

Tin Number \_\_\_\_\_

Tax Type ( pls. indicate if VAT or Non-Vat) \_\_\_\_\_

Contact Number \_\_\_\_\_