



Central Portal for
Philippine Government
Procurement Opportunities

[Help](#)

Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 7437216
Procuring Entity METROPOLITAN NAGA WATER DISTRICT
Title Supply and Delivery of Various Office Supplies (PR 21-01-0036)
Area of Delivery Camarines Sur

Solicitation Number:	PR 21-01-0036	Status	Active
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Shopping - Ordinary/Regular Office Supplies & Equipment (Sec. 52.1.b)	Associated Components	1
Classification:	Goods	Bid Supplements	0
Category:	Office Equipment Supplies and Consumables		
Approved Budget for the Contract:	PHP 101,884.57	Document Request List	0
Delivery Period:	30 Day/s		
Client Agency:		Date Published	29/01/2021
Contact Person:	Venus C. Solano Procurement Analyst A 40 J.Miranda Ave., Naga City Camarines Sur Philippines 4400 63-54-4737813 Ext.117 63-54-4739288 mnwdbac@yahoo.com	Last Updated / Time	29/01/2021 00:00 AM
		Closing Date / Time	01/02/2021 17:00 PM

Description

Standard Form Number: SF-GOOD-60

Revised on: May 24, 2004

Standard Form Title: Request for Quotation

Date: January 29, 2021

Quotation No. _____

Company Name _____

Address _____

Please quote your lowest price on the item/s listed below, subject to the Terms and Conditions on the last page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than the closing date on February 1, 2021 at 5:00 PM

Procurement Officer _____

NOTE:

1. DELIVERY PERIOD WITHIN 30 CALENDAR DAYS

2. WARRANTY SHALL BE FOR A PERIOD OF SIX(6)MONTHS FOR SUPPLIES AND MATERIALS, ONE(1) YEAR FOR EQUIPMENT, FROM DATE OF ACCEPTANCE BY THE PROCURING ENTITY

3. PRICE VALIDITY SHALL BE FOR A PERIOD OF _____ CALENDAR DAYS

4. PHILGEPS REGISTRATION CERTIFICATE SHALL BE ATTACHED UPON SUBMISSION OF THE QUOTATION

5. BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCT BEING OFFERED.

ITEM NO. ITEM & DESCRIPTION QTY UNIT UNIT PRICE TOTAL COST

- 1 EXPANDABLE FOLDER, LEGAL, White Cover 100 pcs
- 2 BALLPEN, Smooth Ink, 0.5, Black Ink, Black Case 600 pcs
- 3 CORRECTION TAPE, 8m x 5mm 120 pcs
- 4 COUPON BOND, A4, Substance 24, 80 gsm 120 reams
- 5 FOLDER, LEGAL, Kraft White, Brown Outside, White Inside, Thick 14 pts 250 pcs
- 6 GROUNDWOOD MIMEO PAPER, SHORT, 63 GSM 60 reams
- 7 GROUNDWOOD MIMEO PAPER, LONG, 63 GSM 20 reams
- 8 HIGHLIGHT, 6 pcs per pack, Assorted Color, Water-based ink & odorless (Made in Germany) 15 packs
- 9 PAPER CLIP, BIG, 50mm, 120 grams, Vinyl Coated 50 boxes
- 10 PAPER CLIP, SMALL, 33mm, 50 grams, Vinyl Coated 100 boxes
- 11 PAPER FASTENER, PLASTIC, 50 set per box, 7 – 8cm 15 boxes
- 12 PERMANENT MARKER, Broad, Refillable with Pilot Refill Ink (12 pcs – black, 12 pcs – blue, 12 pcs – red) 36 pcs
- 13 ALCOHOL, ISOPROPHYL, 70% Solution, Minimum of 3.75 liters per gallon 70 gals
- 14 SCOTCH TAPE, 24mm, Clear, Min. of 50 meters length 100 rolls
- 15 SHOELACE, Medium Cord, Black/Blue/Brown Color, Round Cord 300 pcs
- 16 RUBBER BAND, Regular Size, High Quality, Approx 50 grams per box, No. 16 20 boxes

Note:

1. VAT Inclusive
2. FOB MNWD, Naga City
3. Please indicate the brand being offered per item (if applicable)

Documentary Requirements to submit:

1. Mayor's/Business Permit
2. Philgeps Registration Number
3. Income/Business Tax Returns
4. Omnibus Sworn Statement

****Incomplete or non-submission of the required Documentary Requirements shall be automatically disqualified**

Brand and Model : _____

Delivery Period : _____

Warranty : _____

Price Validity : _____

After having carefully read and accepted your Terms and Conditions, I/We quote you on the item at prices noted above.

Printed Name / Signature

Tel. No. / Cell phone No.

e-mail address

Date

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Office Equipment, Supplies and Consumables	Various Office Supplies	1	Lot	101,884.57

Created by Venus C. Solano

Date Created 28/01/2021

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.