

Republic of the Philippines
INFANTA (QUEZON) WATER DISTRICT
Purok Ilang-Ilang, Brgy. Comon, Infanta Quezon

RFQ NO: 03-008-S23

REQUEST FOR QUOTATION (RFQ)
FOR
SUPPLY AND DELIVERY OF REGULAR OFFICE SUPPLIES
NOT AVAILABLE FROM PS-DBM

1. The **INFANTA (QUEZON) WATER DISTRICT (IQWD)** hereinafter referred to as the "Purchaser" now requests for submission of price proposal for the procurement of the aforesaid item described in the Technical Specifications/Schedule of Requirements with an Approved Budget for the Contract (ABC) of **Ninety Thousand One Hundred Sixty Pesos (P 90,160.00)**.
2. A set of technical specifications are provided in Attachment 1. All items and jobs 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 proposal.
3. Procurement procedures will be conducted in accordance with the provisions of the Revised Implementing Rules and Regulations (IRR) of Republic Act 9184.
4. It is the intent of the Purchaser to evaluate the bid/proposal on a lump sum basis, and award will be made to the bid/quotation or combination of quotations resulting in the lowest evaluated quotation meeting the Purchaser's technical specifications.
5. Quotations/Proposals and other requirements must be delivered at the address below not later than **1:30 P.M., March 13, 2023** at INFANTA (QUEZON) WATER DISTRICT (IQWD) Purok Ilang-Ilang, Brgy. Comon, Infanta, Quezon.
6. Interested Bidders may be acquired/downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) provided that Bidders shall pay the nonrefundable fee for the Request for Quotation, in the amount of **One Hundred Pesos (P 100.00)** not later than the submission of their bids.
7. 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.
8. Bid/proposal may be typewritten and may be placed in a sealed envelope marked "**Supply and Delivery of Regular Office Supplies not available from PS-DBM**" or you may send your bid/proposal through courier.
9. Bids/proposal shall be valid for sixty (60) calendar days from the deadline of submission of bids.
10. The contract period shall be within fifteen (15) calendar days from receipt of the Purchase Order. The supplier/contractor should inform the Purchaser at least three (3) days before the date of delivery. The delivery will be made only during working days and hours.

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11. Upon the decision of the End-User and BAC, the supplier and its concerned premises may be subjected to ocular inspection and approval by the End-User and BAC prior to the event, if any, shall be awarded the contract.
12. The supplier that submitted the Lowest Calculated Responsive Bid/proposal, and passed the ocular inspection conducted by the End-User and BAC prior to the event, if any, shall be awarded the contract.
13. Proposals shall be compared and evaluated of the basis of the following criteria:
 - a. Completeness of Submission of Documentary Requirements
 - b. Compliance with Technical Specifications/Schedule of Requirements
 - c. Price
 - d. Fee for Request for Quotation
14. Delivery Site:

INFANTA (QUEZON) WATER DISTRICT
Purok Ilang-Ilang, Brgy. Comon, Infanta, Quezon
15. 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.
16. 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.
17. The prospective bidder shall submit the following documentary requirements:
 - a. Duly signed Request for Quotation (RFQ) Form
 - b. Technical Specifications/Schedule of Requirements
 - c. Mayor's/Business Permit
 - d. PhilGEPS Registration Number/Certificate
 - e. Income/Business Tax Return (For ABCs above **P500K**)
 - f. Notarized Omnibus Sworn Statement

GERRY C. BUSTONERA
BAC Chairperson

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Attachment 1

TECHNICAL SPECIFICATIONS/SCHEDULE OF REQUIREMENTS

The **Supply and Delivery of Regular Office Supplies not available from PS-DBM** shall be delivered and completed within fifteen (15) calendar days from receipt of the Purchase Order by the Supplier.

ITEM NO.	DESCRIPTION/SPECIFICATIONS	QTY.	UNIT	COMPLETION	STATEMENT OF COMPLIANCE
1	Alcohol, Isopropyl	30	gal.		
2	Sign Pen, blue, liquid or gel	20	pc.		
3	Sign Pen, red, liquid or gel	30	pc.		
4	Battery, dry cell, size: AAA (2 pcs. per pack)	10	pack		
5	Broom, soft (Walis Tambo)	20	pcs.		
6	Toilet Bowl Cleaner, 900-1000 ml.	20	bottle		
7	Detergent Powder (All Purpose), 1 kg.	20	pouch		
8	Dust Pan, non-breakable, plastic	10	bottle		
9	Furniture Cleaner, Aerosol type, 300 ml.	10	bottle		
10	Liquid Hand Soap (500 ml.)	40	bottle		
11	Rags, all cotton, 1 kilo per bundle	15	bundle		
12	Trash Bag, black, 37" x 40", XL, 10 pcs./roll	40	pack		
13	Waste Basket, rigid, plastic	20	pcs.		
14	Face Mask, 3 ply (50 pcs. per box)	50	boxes		
15	LED Light Bulb, 7 watts	50	pcs.		
16	Tape, electrical	25	rolls		
17	Tape, masking, 24mm	123	rolls		
18	Tape, transparent, 24mm	70	rolls		

19	Ruler, 12 inch long	12	pcs.		
20	Correction Tape, 8 meters	20	pcs.		
21	Cutter/Utility Knife, heavy duty	50	pcs.		
22	Data File Box, single	25	pcs.		
23	Envelope, plastic, long	200	pcs.		
24	Folder, pressboard, 100 pcs. per box	2	boxes		
25	Folder with tab, size: A4, 100 per box	1	box		
26	Folder with tab, size: legal, 100 per box	3	boxes		
27	Index Tab, self-adhesive, transparent, 5 sets/box	30	boxes		
28	Rubber Band #18, 350 g.	2	boxes		
29	Notepad, stick on, 3" x 3", 100 sheets per pad	50	boxes		
30	Tissue, interfolded paper towel, 150 pulls per pack	30	pack		
31	Insecticide, 600 ml.	30	can		
32	Ribbon Cartridge for Epson LX 310	30	cart		
Nothing Follows					
	Requirements: Please indicate the brand, model and attach brochures/ and or literatures of the product being offered.				

REQUEST FOR QUOTATION FORM

Date: _____

RFQ No.: 03-008-S23

Attention: **BIDS AND AWARDS COMMITTEE**
INFANTA (QUEZON) WATER DISTRICT (IQWD)
 Purok Ilang-Ilang, Brgy. Comon, Infanta, Quezon
 iqwdbac2019@gmail.com

1. Having examined the subject Request for Quotation (RFQ) including the Technical Specifications/Schedule of Requirements, we, the undersigned offer to supply, deliver and perform the following:

ITEM NO.	DESCRIPTION/SPECIFICATIONS	QTY.	UNIT	UNIT COST	AMOUNT
1	Alcohol, Isopropyl	30	gal.		
2	Sign Pen, blue, liquid or gel	20	pc.		
3	Sign Pen, red, liquid or gel	30	pc.		
4	Battery, dry cell, size: AAA (2 pcs. per pack)	10	pack		
5	Broom, soft (Walis Tambo)	20	pcs.		
6	Toilet Bowl Cleaner, 900-1000 ml.	20	bottle		
7	Detergent Powder (All Purpose), 1 kg.	20	pouch		
8	Dust Pan, non-breakable, plastic	10	bottle		
9	Furniture Cleaner, Aerosol type, 300 ml.	10	bottle		
10	Liquid Hand Soap (500 ml.)	40	bottle		
11	Rags, all cotton, 1 kilo per bundle	15	bundl e		
12	Trash Bag, black, 37" x 40", XL, 10 pcs./roll	40	pack		
13	Waste Basket, rigid, plastic	20	pcs.		
14	Face Mask, 3 ply (50 pcs. per box)	50	boxes		
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30	Tissue, interfolded paper towel, 150 pulls per pack	30	pack		
31	Insecticide, 600 ml.	30	can		
32	Ribbon Cartridge for Epson LX 310	30	cart		
Nothing Follows					
FOB: IQWD Office, Infanta, Quezon					
TOTAL AMOUNT					

- We undertake, if our Quotation or bid is accepted, to deliver the above goods and perform within the fifteen (15) - calendar day's period from receipt of Purchase Order (PO).
- We agree to abide by this Quotation/bid for a period of sixty (60) days after the deadline of submission specified in the RFQ.
- We understand that payment for items delivered will be made to the winning supplier upon a certification by the Head of the Procuring Entity that the goods have been rendered or delivered in

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accordance with the terms and conditions of this proposal and have been duly inspected and accepted.

Name of company : _____

Address : _____

Email address : _____

Telephone & Fax No. : _____

Tax Identification No. (Pls. indicate whether VAT Reg. or not) : _____

Supplier's representative : _____

Signature over printed name : _____

Designation : _____



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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]*s 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;

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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



Anniversary
INFANTA (QUEZON) WATER DISTRICT

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