



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 9875920  
**Procuring Entity** SANTA ROSA (NE) WATER DISTRICT  
**Title** Supply and Delivery of Office Supplies  
**Area of Delivery** Nueva Ecija

<b>Solicitation Number:</b>	srwd-goods-25-2023	<b>Status</b>	<b>Closed</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	1
<b>Procurement Mode:</b>	Shopping	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	1
<b>Category:</b>	Office Supplies and Devices	<b>Date Published</b>	23/06/2023
<b>Approved Budget for the Contract:</b>	PHP 68,895.00	<b>Last Updated / Time</b>	23/06/2023 00:00 AM
<b>Delivery Period:</b>	7 Day/s	<b>Closing Date / Time</b>	26/06/2023 12:00 PM
<b>Client Agency:</b>			
<b>Contact Person:</b>	Julius Caesar Matadling Badilla Division Manager - B Santa Rosa - Fort Magsaysay Rd. Brgy. Rizal Sta. Rosa Nueva Ecija Philippines 3101 63-44-9400142 63-44-9400142 bac@santarosawater.gov.ph		

#### Description

REPUBLIC OF THE PHILIPPINES  
 Santa Rosa (NE) Water District  
 Santa Rosa – Fort Magsaysay Road, Brgy. Rizal,  
 Santa Rosa, Nueva Ecija

Supply and Delivery of Office Supplies

Item Description	Qty	Unit	U. Cost	Total Cost
1 Ball Pen – Black	200	pcs.	7.00	1,400.00
2 Bond paper – A4 (80gms)	70	reams	280.00	19,600.00
3 Bond Paper – Long (80 gms.)	70	reams	320.00	22,400.00
4 Brown Envelope – Long	50	pcs.	3.00	150.00
5 Columnar Notebook – 4 Columns	12	pcs.	35.00	420.00
6 Correction Tape	20	pcs.	35.00	700.00
7 Double Clip (19mm)	10	pcs.	20.00	200.00
8 Double Sided Tape	30	pcs.	35.00	1,050.00
9 Fastener – Small	10	pcs.	47.00	470.00
10 Folder – Long	300	pcs.	8.00	2,400.00
11 Paper Clip – (Small 33mm)	10	pcs.	13.00	130.00
12 Photo Paper (20pcs/pack)	5	packs	67.00	335.00
13 Ribbon for Epson TMU220	70	pcs.	160.00	11,200.00
14 Scotch Tape	10	pcs.	30.00	300.00
15 Sign pen – Black	12	pcs.	30.00	360.00
16 Stamp Pad Ink – Black	2	pcs.	40.00	80.00
17 Staple Wire	10	pcs.	80.00	800.00
18 Sticker Paper (10pcs/pack)	15	packs	60.00	900.00
19 T6641 Black Ink	15	pcs.	400.00	6,000.00
<b>TOTAL</b>				<b>68,895.00</b>

1. Quoted prices shall be inclusive of applicable taxes and valid for a period of at least thirty (30) days from the date of receipt of quotation & shall be binding upon the supplier within the delivery period.
2. Upon receipt of P.O. delivery of goods must be within seven (7) calendar days.
3. Submitted quotation should be accompanied by business permit, PhilGEPS registration certificate, Quotation with specs and brochure, ISO certification of manufacturer, Certificate of distributorship, Income/Business tax return, SRWD Pre-qualification Certificate, Signed Quotations, and DTI business registration.
4. SRWD serves the right to reject any or all submitted quotations.
5. Suppliers need not submit a quotation if they cannot fulfill all the above-mentioned conditions.

6. Interested parties may submit their quotation at the following address:

Bids and Awards Committee  
 Santa Rosa (N.E.) Water District Office  
 Santa Rosa – Fort Magsaysay Road  
 Brgy. Rizal, Santa Rosa, Nueva Ecija  
 Tel No. 044 940 0142  
 Email add: bac@santarosawater.gov.ph

**Line Items**

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Ball Pen – Black	Ball Pen – Black	200	Piece	1,400.00
2	Bond paper – A4 (80gms)	Bond paper – A4 (80gms)	70	Ream	19,600.00
3	Bond Paper – Long (80 gms.)	Bond Paper – Long (80 gms.)	70	Ream	22,400.00
4	Brown Envelope – Long	Brown Envelope – Long	50	Piece	150.00
5	Columnar Notebook – 4 Columns	Columnar Notebook – 4 Columns	12	Piece	420.00
6	Correction Tape	Correction Tape	20	Piece	700.00
7	Double Clip (19mm)	Double Clip (19mm)	10	Piece	200.00
8	Double Sided Tape	Double Sided Tape	30	Piece	1,050.00
9	Fastener – Small	Fastener – Small	10	Piece	470.00
10	Folder – Long	Folder – Long	300	Piece	2,400.00
11	Paper Clip – (Small 33mm)	Paper Clip – (Small 33mm)	10	Piece	130.00
12	Photo Paper (20pcs/pack)	Photo Paper (20pcs/pack)	5	Pack	335.00
13	Ribbon for Epson TMU220	Ribbon for Epson TMU220	70	Piece	11,200.00
14	Scotch Tape	Scotch Tape	10	Piece	300.00
15	Sign pen – Black	Sign pen – Black	12	Piece	360.00
16	Stamp Pad Ink – Black	Stamp Pad Ink – Black	2	Piece	80.00
17	Staple Wire	Staple Wire	10	Piece	800.00
18	Sticker Paper (10pcs/pack)	Sticker Paper (10pcs/pack)	15	Pack	900.00
19	T6641 Black Ink	T6641 Black Ink	15	Piece	6,000.00

**Created by** Julius Caesar Matadling Badilla

**Date Created** 22/06/2023

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