



Republic of the Philippines
CITY OF KORONADAL WATER DISTRICT

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REQUEST FOR QUOTATION

SUPPLIER: _____
ADDRESS: _____
TELEPHONE: _____ VAT ___ / NON-VAT ___
EMAIL ADDRESS: _____
TIN: _____

Date: _____

RFQ No. _____

Sir/Madam:

<p>Please quote your prices for the article described below including Philippine taxes. In your offer please specify brand of any pertinent data of your product or services for proper information and guidance. Please do not quote for any article/services that are not found in your stock in order to prevent delay or non-delivery which may debar you from further participation in the canvass. Sign legibly the canvass on space provided for your signature after submitting your quotation, otherwise your bid will be considered invalid.</p> <p>The contract will be awarded only to the bonafide dealers whose proposals appeared to be the most advantageous to the government, but the right is reserved to reject or to accept only all item and bids to were any formalities thereof as to Committee on Bids and Awards may determine.</p> <p>Please submit your quotation/ requirements for the following items at CKWD-Admin office, City of Koronadal.</p>				<p>Please quote your lowest price/offer</p> <ul style="list-style-type: none"> • Deadline for Submission: December 15, 2021 @ 12:00 noon • Approved Budget for the Contract: P 855,552.93 • Contract Duration: 30 Calendar Days • Purchase Request Number: AGSD 2021-12-002 and AGSD 2021-10-014 	
Supply and Delivery of Various Office and Cleaning Supplies					
Item No	Qty	Unit	Description	Unit Price	Total
1	10	bot.	Acetone, 30mL per bottle		
2	100	pc.	Adding Machine Tape, 2"		
3	293	can	Air Freshener, aerosol, 280mL/150g min., assorted scent		
4	290	bot.	Alcohol, ethyl, 68%-72%, scented, 500mL (-5mL)		
5	50	cont.	Alcohol, igel (1 liter per container)		
6	2	gal	Glue-refill, 1000mL		
7	2	jar	Glue, 1 gallon per jar		
8	28	pc.	Glue, all purpose, gross weight: 200 grams min.		
9	120	pc.	Archfile Binder, Side Clip, Long Size (Blue or Black)		
10	24	pc.	Ball Pen, Black 0.5 (Premium)		
11	2	pc.	Ball Pen, Black (Jotter Ballpoint Pen, Stainless Steel, 0.7))		
12	1404	pc.	Ballpen Black, 0.5- Ordinary		
13	524	pc.	Ballpen Blue, 0.5- Ordinary		
14	120	pc.	Ballpen Retractable, Black 0.5 (Premium)		
15	400	pc.	Ballpen Retractable, Black 0.5 Ordinary		
16	20	pc.	Ballpen Retractable, Blue 0.5 (Premium)		
17	452	pc.	Bathroom Deodorizer, Assorted Scent		

Item No	Qty	Unit	Description	Unit Price	Total
18	25	pck.	Battery, dry cell, AA, 2 pieces per blister pack		
19	14	pck.	Battery, dry cell, AAA, 2 pieces per blister pack		
20	10	pc.	Arch File Binder, Top Clip, Long Size, Blue		
21	22	bot.	Bleach (color safe) 500mL		
22	30	ream	Bond Paper-Short ,Sub.20, White		
23	5	ream	Bond Paper- Long, Sub.20, Yellow		
24	13	ream	Bond Paper, A3, Sub 20, 70gsm, White		
25	31	ream	Bond Paper, Long Size, Sub. 16, 70gsm, Blue		
26	1	ream	Bond Paper, Long Size, Sub. 16, 70gsm, Pink		
27	30	pc.	Bowl Cleaner (500mL)		
28	63	pc.	Broom, soft (tambo)		
29	49	pc.	Broom Stick (Ting-ting, usable length:760mm min.)		
30	7	pc.	Brush (Plastic Laundry Brush)		
31	38	pc.	Calculator, 12 digits, compact		
32	5	pck.	Carbon Paper long-plastofoil (Blue)		
33	2	pair	Chargeable Battery, AA, 2pcs/pair		
34	2	pair	Chargeable Battery, AAA, 2pcs/pair		
35	88	bot.	Cleaner, Toilet Bowl and urinal, 900mL ~ 1000mL cap		
36	15	box	Clip, backfold, all metal, clamping: 25mm (-1mm)		
37	43	box	Clip, backfold, all metal, clamping: 32mm (-1mm)		
38	9	box	Clip, backfold, all metal, clamping: 50mm (-1mm)		
39	20	pc.	Clipboard, cork, long size		
40	2	pad	Columnar Pad, 18 columns		
41	10	box	Continuous Paper Book 70 1 ply., sub.16, all white, size 5-1/2" X 9-1/2"		
42	6	pck.	Cotton, 30 grams per pack		
43	9	dozen	Cutter Blade, for heavy duty cutter		
44	9	pc.	Cutter, Heavy Duty Steel Casing Big		
45	1	pc.	Date Stamp, Rubber Roll, 3mm		
46	3	pc.	Dating and Stamping Machine, heavy duty		
47	10	bar	Detergent Bar, 140g per bar, assorted scent		
48	87	pck	Detergent Powder, all purpose, 1 kg per pack., (assorted scent)		
49	127	bot.	Dishwashing Liquid, 250mL, assorted scent		

Item No	Qty	Unit	Description	Unit Price	Total
50	64	bot.	Disinfectant Spray, aerosol type, 400 ~ 550 grams, assorted scent		
51	3	pck.	Disposable Cup (Styro), 6 oz., 50pcs per pack		
52	6	pck.	Disposable Spork, 24pcs per pack		
53	43	pc.	Door Mat, rectangular in shape, rubberized, size 16" X 22"		
54	13	pc.	Double Sided Tape, 1"		
55	26	pc.	Dust Pan, non-rigid plastic, w/ detachable handle, assorted color		
56	30	pc.	Engineering Field Book,80pages, size 4/5" X 7", assorted color		
57	70	pc.	Envelope, Brown Long		
58	1	box	Envelope, Documentary, for legal size document (500 pcs./ box)		
59	7	box	Envelope, Expanding, Kraftboard, for legal size doc., brown, 100 pcs./ box)		
60	10	pc.	Envelope, Expanding, Plastic, 0.50mm thickness min., assorted color		
61	25	pc.	Envelope, Long, Expandable (Yellow)		
62	4	box	Envelope, mailing, white, 70gsm		
63	10	pc.	Envelope, Short, Expandable, brown		
64	2	pc.	Eraser, Felt for blackboard/ whiteboard		
65	50	pc.	Expandable Envelopes, long, green		
66	20	pc.	Expandable Folders, Long, Blue		
67	1	box	Expandable Folders, Long, Green, (500pcs. /box)		
68	10	pc.	Expandable Folders, Short, Brown		
69	10	pc.	Expandable Folders, Long, Brown		
70	480	pck.	Fabric Conditioner (sachet),22mL, assorted scent		
71	6	box	Fastener, metal, 70mm between prongs, size 8-1/2"		
72	29	pc.	File Organizer, Expanding Envelope, Plastic, 12 pockets		
73	15	pc.	File Tray Organizer 3 layers, mesh/metal		
74	25	pc.	Finger Moistener (wax)		
75	12	pc.	PHILIPPINE NATIONAL FLAG, 100% polyester, 3' X 5'		
76	12	pc.	PHILIPPINE NATIONAL FLAG, small		
77	8	pc.	Floor mops (Rotary Spin Dry Bucket Set w/ microfiber head))		
78	2	bundle	Folder, Fancy, for A4 size documents, (100pcs./bundle)		
79	10	bndl.	Folder, Fancy, for legal size documents		
80	350	pc.	Folder, Long Blue		
81	60	pc.	Folder, Short, Brown		

Item No	Qty	Unit	Description	Unit Price	Total
82	220	pc.	Folders Long (Brown)		
83	10	pc.	Folders, A4 Brown		
84	52	pc.	Glass Cleaner Liquid Spray,520mL		
85	16	box	Gloves, Disposable, medium size, 100pcs per box		
86	38	pr.	Gloves, Rubber (small- large), assorted color		
87	8	pc.	Hand Soap Bar,115grams, assorted scent		
88	5	pc.	Highlighter/ Marker, Broad, Yellow green		
89	47	bot.	Insecticide, aerosol type, net content: 600mL		
90	3	roll	Laminating Film, 250mic,100m,11- 1/4"		
91	30	pc.	Linen Paper, size: 8-1/2" X 11", natural white		
92	55	bot.	Liquid Hand Soap, 225mL, antibacterial, assorted scent		
93	31	set	Marker, Fluorescent, 3 assorted colors per set		
94	64	pc.	Marker, Permanent, broad type, black		
95	4	pc.	Marker, Permanent, broad type, blue		
96	51	pc.	Marker, Permanent, bullet type, black		
97	6	pc.	Marker, Permanent, bullet type, blue		
98	4	pc.	Marker, Permanent, bullet type, red		
99	15	pc.	Marker, whiteboard, black, felt tip, bullet type		
100	1	bot.	Marker, Permanent, Ink, blue		
101	14	bot.	Marker, Permanent, Ink, black		
102	5	pc.	Masking Tape 1"		
103	12	pc.	Masking Tape 3/4"		
104	10	pc.	Mophandle, heavy duty, aluminum, screw type		
105	18	pc.	Mophead, made of rayon, weight: 400grams min.		
106	10	bot.	Muriatic Acid,225mL		
107	32	rm.	Newsprint Long Sub.20 (Blue)		
108	150	rm.	Newsprint Long Sub.20 (Brown)		
109	20	rm.	Newsprint Long Sub.20 (Green)		
110	5	rm.	Newsprint Long Sub.20 (Pink)		
111	65	rm.	Newsprint Long Sub.20 (Yellow)		
112	10	pad	Note Pad, stick on, 76mm X 100mm (3" X 4"), assorted colors		
113	60	pc.	Note book Spiral 12.7cm X 7.6cm, 80 leaves		

Item No	Qty	Unit	Description	Unit Price	Total
114	10	pc.	Notebook, Steno, spiral, 40 leaves		
115	50	pc.	Oslo Paper, size: 9" X 12"		
116	27	kg.	Oxalic Powder, 1kg./pck.		
117	24	pc.	Packaging Tape 2" X 100m		
118	9	bot.	Padding Glue, Red (small)		
119	56	box	Paper Clip, vinyl. Plastic coat, length: 32mm min.		
120	48	pck.	Paper Cups, 50pcs./pck., 6oz.		
121	18	box	Paper Fastener regular size, plastic coated		
122	9	box	Paper Fastener, long, 8 1/2", plastic coated		
123	6	pck.	Paper Plate 5" Ø		
124	305	rm.	Paper, Multi-Purpose (Copy) Legal, 70gsm, white, subs.20		
125	430	rm.	Paper, Multi-Purpose (Copy) A4, 70gsm, white, subs.20		
126	12	roll	Paper, Thermal, 55gsm, size: 216mm±1mm X 30m-0.3m, (fax machine)		
127	17	box	Pencil, lead, w/ eraser, wood cased		
128	4	unit	Pencil Sharpener, manual, single cutter head		
129	7	pck.	Photo Paper A4, 10pcs./pck., glossy		
130	2	pck.	Photo Paper Long, 10pcs./pck.,glossy		
131	15	roll	Printer Ribbon FX-2175 refill, Epson		
132	50	roll	Printer LX-310 refill, Epson		
133	5	pc.	Puncher, paper, heavy duty, with two hole guide, manufacturer's standard		
134	12	box	Push Pins, Small,30pcs./box, assorted colors		
135	5	pck.	PVC Cover, 200 mic A4, 100sheets/pck.,blue		
136	3	rm.	PVC Cover,200mic long, blue, 100sheets/pck.		
137	53	pc.	Blank PVC ID Cards, size: 2.13" X 3.38"		
138	25	pc.	PVC Spiral, 1.2meters length, assorted colors,12mm size		
139	28	bndl.	Rags, all cotton, 32 pieces per bundle		
140	50	book	Record Book, 150 pages, size:214mm X 278mm min		
141	95	book	Record Book, 300 pages, size:214mm X 278mm min		
142	38	book	Record Book, 500 pages, size:214mm X 278mm min		
143	20	bndl.	Ring Binder, 80 rings, plastic, 32mm X 1.12m, assorted color, 12pcs//bndle.		
144	1	roll	Nylon Rope,6mm,200meters/roll		
145	56	box	Rubber Band,50g./box		

Item No	Qty	Unit	Description	Unit Price	Total
146	20	pc.	Cotton Doormat Rags, 18" X 30"		
147	14	pc.	Ruler, plastic, 450mm (18") width: 38mm min		
148	10	pc.	Sand Paper, #120,9" X 11"		
149	24	pc.	Scissors, symmetrical, blade length: 65mm min		
150	2	pc.	Ribbon Cartridge FX-2175, Epson		
151	6	pc.	Ribbon Cartridge LX_310, Epson		
152	30	L	Plastic Ring Binder 3/4", 1.2meters length, assorted color		
153	12	roll	Transparent Tape 2" X 100m per roll		
154	238	pc.	Sign Pen, Black, liquid/ gel ink, 0.4mm (Premium)		
155	176	pc.	Sign Pen, Black, liquid/ gel ink, 0.5mm needle tip		
156	178	pc.	Sign Pen, Blue, liquid/ gel ink, 0.4mm (Premium)		
157	140	pc.	Sign Pen, Blue, liquid/ gel ink, 0.5mm needle tip		
158	6	L	Spiral Ring Binder, plastic, 16mm X 4ft, assorted colors		
159	50	pc.	High-density Sponge Scouring Pad Kitchen Cleaning Tools Microfiber Dish Cleaning Cloth Dishwashing B		
160	6	pc.	Stamp Pad, Felt, bed dimension: 60mm X 100mm min		
161	6	pc.	Stamp Pad Ink, purple or violet, 50mL (min)		
162	68	box	Staple Wire, Standard, (26/6)		
163	59	box	Staple Wire, Heavy Duty (cap.-160 sheets)		
164	9	unit	Stapler, Binder Type, heavy duty, desktop, manufacturer's standard, assorted color		
165	22	pc.	Stapler, Heavy Duty w/ remover, no.35, manufacturer's standard, assorted color		
166	1	pc.	Stapler, Heavy Duty, Big Flat Clinch, manufacturer's standard		
167	5	pc.	Stapler, standard type, load cap:200 staples min., manufacturer's standard, assorted color		
168	62	pck.	Sticker Paper A4, Glossy, 20pcs./pck.		
169	1	pc.	Sticker Paper, Long Glossy		
170	5	unit	Tape Dispenser, Heavy Duty, manufacturer's standard		
171	2	pc.	Tape Masking, width:48mm (±1mm), manufacturer's standard		
172	2	roll	Tape Packaging, width:48mm (±1mm), manufacturer's standard		
173	15	roll	Tape Transparent, width:24mm (±1mm), manufacturer's standard		
174	1056	roll	Thermal Paper (for queuing machine), 2" X 50mm		
175	50	pck.	Tissue (Jumbo Size), 2-ply, 9" diameter, manufacturer's standard		
176	210	pck.	Toilet Tissue Paper, 2-ply, 100% recycled, manufacturer's standard		
177	2	pc.	Tissue Holder (Jumbo Size), can hold up to 9" diameter paper rolls		

Item No	Qty	Unit	Description	Unit Price	Total
178	24	roll	Transparent Tape 1" X 100m per roll		
179	13	pc.	Trash Can w/ cover, plastic, 22L, assorted colors		
180	70	roll	Trashbag, GPP specs, black, 940mm X 1016mm		
181	6	roll	Twine, plastic, one (1) kilo per roll		
182	1	pc.	Cork Board 1m X 1m		
183	144	gal.	Alcohol, ethyl, (1 gallon), 69%-72%, scented		
184	3	pc.	Plastic Brush w/ handle, big, assorted colors		
185	50	gal.	Liquid Hand Soap (1 Gallon), antibacterial		
186	35	bot.	Bleach (color safe) 300ml, fresh scent		
187	20	bot.	Epson L3110 Ink (Cyan), 70mL		
188	20	bot.	Epson L3110 Ink (Magenta), 70mL		
189	20	bot.	Epson L3110 Ink (Yellow), 70mL		
190	33	bot.	Epson L3110 Ink (Black), 70mL		
191	12	unit	External Hard Drive, 1 TB, 2.5" HDD, USB, 3.0		
			<i>*Nothing Follows*</i>		
			Grand Total		

Terms and Conditions:

- > **Payment term:** 30 Calendar Days
- > **Delivery Days:** 30 Calendar Days upon receipt of Conformed Notice to Proceed
- > **Supplier must have a warehouse/ office within Region 12**
- > Quotations exceeding the Approved Budget for the Contract shall be rejected.
- > Incomplete or no offer on any of the items will be ground for disqualification.

- > Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/
- > **Liquidated damages** equivalent to one tenth of one percent (0.001%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The CKWD shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) amount of the contract, without prejudice to other courses of action and remedies open to it.

Price quoted must be tax inclusive:

Tax Computation;

- Subject to 3% VAT & 2% (services) or 1% (goods) w/tax of the total amount for NON-VAT
- Subject to 5% VAT & 2% (services) or 1% (goods) w/tax to the 10/11.2 of the total amount for VAT
- Validity of quoted prices

For more information, please contact:

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Requested by:

PRICE QUOTED BY:

(Sgd.) ENGR. JONATHAN Q. GADAYAN
