



Republic of the Philippines
CITY OF KORONADAL WATER DISTRICT

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REQUEST FOR QUOTATION

Date: _____

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

RFQ No. _____

Sir/Madam:

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 Please do not quote for any article/services that are not found in your stock in order to prevent delay or non-delivery which may debar you from further participation in the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.

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.

Please submit your quotation/ requirements for the following items at **CKWD-Admin office, City of Koronadal.**

Please quote your lowest price/offer

- Deadline for Submission: **October 11, 2023 @ 12:00 noon**
- Approved Budget for the Contract: **P 757,624.00**
- Contract Duration: **30 Calendar Days**
- Purchase Request Number: **GS-23-07-102**

| Supply and Delivery of Various Office and Cleaning Supplies | | | | | |
|--|-----|---------|---|------------|--------------|
| Item No | Qty | Unit | Description | Unit Price | Total Amount |
| 1 | 100 | piece | Adding Machine Tape 2" | | |
| 2 | 19 | can | AIR FRESHENER, aerosol, 280ml/150g min., Assorted Scent Brand: _____ | | |
| 3 | 170 | bottles | ALCOHOL, ethyl, 68%-72%, scented, 500ml (-5ml) Brand: _____ | | |
| 4 | 50 | gal | Alcohol Igel Brand: _____ | | |
| 5 | 2 | liter | Glue - refill, 1000 mL Brand: _____ | | |
| 6 | 2 | gal | GLUE 1 GAL Brand: _____ | | |
| 7 | 41 | jar | GLUE, all purpose, gross weight: 200 grams min Brand: _____ | | |
| 8 | 120 | pc | Arch File Binder, Side Clip, Long Size, assorted color | | |
| 9 | 24 | pcs | Ball Pen, Black 0.5 (Premium) Brand: _____ | | |
| 10 | 2 | pc | Ball Pen, Black (Jotter Ballpoint Pen, Stainless Steel, 0.7) Brand: _____ | | |

| Item No | Qty | Unit | Description | Unit Price | Total Amount |
|---------|------|--------|--|------------|--------------|
| 11 | 1374 | piece | BALLPEN BLACK 0.5 – ORDINARY Brand: _____ | | |
| 12 | 474 | pc | BALLPEN BLUE 0.5 – ORDINARY Brand: _____ | | |
| 13 | 270 | pcs | Ballpen Retractable, Black 0.5 (Premium) Brand: _____ | | |
| 14 | 100 | pcs | Ballpen Retractable, Black 0.5 ORDINARY Brand: _____ | | |
| 15 | 170 | pc | Ballpen Retractable, Blue 0.5 (Premium) Brand: _____ | | |
| 16 | 116 | pc | Bathroom Deodorizer, Assorted Scent Brand: _____ | | |
| 17 | 24 | packs | BATTERY, dry cell, AA, 2 pieces per blister pack Brand: _____ | | |
| 18 | 18 | packs | BATTERY, dry cell, AAA, 2 pieces per blister pack Brand: _____ | | |
| 19 | 10 | bottle | Bleach (color safe) 300ml Brand: _____ | | |
| 20 | 18 | reams | Bond Paper, A3, Sub 20, 70gsm, White Brand: _____ | | |
| 21 | 18 | reams | Bond Paper, Long, Sub 16, 70gsm, Blue Brand: _____ | | |
| 22 | 1 | ream | Bond Paper, Long, Sub 16, 70gsm, Pink Brand: _____ | | |
| 23 | 30 | ream | Bond Paper, Short (Sub 20, 70 gsm), White Brand: _____ | | |
| 24 | 15 | pcs | Bowl cleaner (500ml) Brand: _____ | | |
| 25 | 24 | pcs | BROOM, soft (tambo) | | |
| 26 | 45 | pcs | BROOM, STICK (TING-TING), usable length: 760mm min | | |
| 27 | 7 | pcs | Brush (Plastic laundry brush) | | |
| 28 | 40 | pcs | Calculator, 12 digits, compact Brand: _____ | | |
| 29 | 10 | pack | Carbon paper long- plastofoil (Blue) Brand: _____ | | |
| 30 | 6 | pairs | Chargeable Battery AA, 2pcs/pair Brand: _____ | | |
| 31 | 2 | pairs | Chargeable Battery AAA, 2pcs/pair Brand: _____ | | |
| 32 | 4 | bottle | CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap Brand: _____ | | |
| 33 | 12 | box | CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm) | | |

| Item No | Qty | Unit | Description | Unit Price | Total Amount |
|---------|-----|-------|--|------------|--------------|
| 34 | 26 | box | CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm) | | |
| 35 | 20 | box | CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm) | | |
| 36 | 34 | box | Binder Clip, 1"x19mm | | |
| 37 | 34 | box | Binder Clip, 3/4"x19mm | | |
| 38 | 55 | pc | Clipboard, cork, long size | | |
| 39 | 25 | boxes | Continuous Paper Book 70 1ply, sub.16, all white, size 5-1/2" X 9-1/2" Brand: _____ | | |
| 40 | 6 | pcs | Cotton (30 grams) Brand: _____ | | |
| 41 | 9 | dozen | CUTTER BLADE, for heavy duty cutter | | |
| 42 | 23 | pc | Cutter, Heavy Duty Steel Casing Big | | |
| 43 | 12 | pcs | Dater Stamp, Rubber Roll, 3mm | | |
| 44 | 2 | piece | DATING AND STAMPING MACHINE, heavy duty | | |
| 45 | 10 | bar | DETERGENT BAR, 140 grams as packed, assorted scent Brand: _____ | | |
| 46 | 114 | pack | DETERGENT POWDER, all purpose, 1kg, assorted scent Brand: _____ | | |
| 47 | 130 | bot | Dishwashing Liquid 250ml, assorted scent Brand: _____ | | |
| 48 | 36 | bots | DISINFECTANT SPRAY, aerosol type, 400-550 grams, assorted scent Brand: _____ | | |
| 49 | 3 | packs | Disposable Cup (styro), 6 oz., 50pcs per pack | | |
| 50 | 6 | packs | Disposable Spork, 24pcs per pack | | |
| 51 | 39 | piece | Door Mat, Rectangular in shape, rubberized, size 16"x22" | | |
| 52 | 17 | pcs | Double Sided Tape 1" Brand: _____ | | |
| 53 | 11 | pcs | DUST PAN, non-rigid plastic, w/ detachable handle, assorted color | | |
| 54 | 10 | pcs | Engineering Field Book, 80 pages, size 4/5"x7", assorted color | | |
| 55 | 70 | pc | Envelope, Brown, Long | | |

| Item No | Qty | Unit | Description | Unit Price | Total Amount |
|---------|-----|--------|---|------------|--------------|
| 56 | 2 | box | ENVELOPE, DOCUMENTARY, for legal size document (500 pcs/box) | | |
| 57 | 7 | box | ENVELOPE, EXPANDING, KRAFTBOARD,for legal size doc., brown, (100 pcs./ box) | | |
| 58 | 10 | pcs | ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min, assorted color | | |
| 59 | 35 | pc | Envelope, Long, Expandable (color yellow) | | |
| 60 | 4 | box | ENVELOPE, mailing, white, 70gsm | | |
| 61 | 10 | pc | Envelope, Short, Expandable, brown | | |
| 62 | 4 | pcs | Eraser, Felt for blackboard/whiteboard | | |
| 63 | 50 | pc | Expandable Envelopes, long, Green | | |
| 64 | 20 | pcs | Expandable Folders, Long, Blue | | |
| 65 | 2 | box | Expandable Folders, Long, Green (500pcs./box) | | |
| 66 | 10 | pc | Expandable, Folder, Short, Brown | | |
| 67 | 10 | pc | Expandable, Folder, Long, Brown | | |
| 68 | 240 | packs | Fabric Conditioner (sachet), 22mL, assorted scent Brand:_____ | | |
| 69 | 3 | pcs | File Organizer, expanding envelope,plastic, 12 pockets | | |
| 70 | 5 | pcs | File Tray Organizer 3 layers, mesh/metal | | |
| 71 | 20 | piece | Finger Moistener (wax) Brand:_____ | | |
| 72 | 18 | pcs | PHILIPPINE NATIONAL FLAG, 100% polyester, 3' X 5' | | |
| 73 | 32 | pcs | PHILIPPINE NATIONAL FLAG, small | | |
| 74 | 13 | pcs | Floor Mops (Rotary Spin Dry Bucket set w/ microfiber head) | | |
| 75 | 23 | pcs | Folder Organizer (long) | | |
| 76 | 2 | bundle | FOLDER, FANCY, for A4 size documents, (100pcs./bundle) | | |
| 77 | 6 | bundle | FOLDER, FANCY, for legal size documents, (100pcs./bundle) | | |

| Item No | Qty | Unit | Description | Unit Price | Total Amount |
|---------|-----|--------|--|------------|--------------|
| 78 | 50 | pc | Folder, Long, Blue | | |
| 79 | 40 | pc | Folder, Short, Brown | | |
| 80 | 340 | pcs | FOLDERS LONG (BROWN) | | |
| 81 | 40 | pcs | Folders, A4, Brown | | |
| 82 | 28 | pcs | Glass Cleaner Liquid Spray, 500ml Brand: _____ | | |
| 83 | 16 | boxes | Gloves, Disposable, medium size, 100pcs/box Brand: _____ | | |
| 84 | 74 | pairs | Gloves, Rubber (small-large), assorted color Brand: _____ | | |
| 85 | 8 | pcs | Hand Soap Bar, 115 grams, assorted scent Brand: _____ | | |
| 86 | 18 | pcs | Highlighter/Marker Yellow Green Brand: _____ | | |
| 87 | 27 | bot | INSECTICIDE, aerosol type, net content: 600ml min Brand: _____ | | |
| 88 | 3 | roll | LAMINATING FILM, 250 mic, 100m, 11-1/4" | | |
| 89 | 30 | pcs | Linen Paper, size: 8-1/2"x11", natural white Brand: _____ | | |
| 90 | 109 | bottle | Liquid Hand Soap, 225ml, antibacterial, assorted scent Brand: _____ | | |
| 91 | 18 | set | MARKER, FLUORESCENT, 3 assorted colors per set Brand: _____ | | |
| 92 | 86 | pcs | MARKER, PERMANENT, broad type, black Brand: _____ | | |
| 93 | 51 | piece | MARKER, PERMANENT, bullet type, black Brand: _____ | | |
| 94 | 6 | pcs | MARKER, PERMANENT, bullet type, blue Brand: _____ | | |
| 95 | 4 | pcs | MARKER, PERMANENT, bullet type, red Brand: _____ | | |
| 96 | 28 | piece | MARKER, whiteboard, black, felt tip, bullet type Brand: _____ | | |
| 97 | 2 | bottle | MARKER, PERMANENT, INK, BLUE Brand: _____ | | |
| 98 | 13 | bot | MARKER, PERMANENT, INK, BLACK Brand: _____ | | |
| 99 | 41 | rolls | Masking Tape 1" Brand: _____ | | |

| Item No | Qty | Unit | Description | Unit Price | Total Amount |
|---------|-----|--------|---|------------|--------------|
| 100 | 36 | pc | Masking Tape, ¾ Brand: _____ | | |
| 101 | 5 | pcs | MOPHANDLE, heavy duty, aluminum, screw type | | |
| 102 | 14 | piece | MOPHEAD, made of rayon, weight: 400 grams min | | |
| 103 | 5 | gal | Muriatic Acid, 225ml Brand: _____ | | |
| 104 | 20 | ream | NEWSPRINT LONG SUB.20 (BLUE) Brand: _____ | | |
| 105 | 150 | ream | NEWSPRINT LONG SUB.20 (BROWN) Brand: _____ | | |
| 106 | 20 | ream | NEWSPRINT LONG SUB.20 (GREEN) Brand: _____ | | |
| 107 | 5 | ream | NEWSPRINT LONG SUB.20 (PINK) Brand: _____ | | |
| 108 | 20 | ream | NEWSPRINT LONG SUB.20 (YELLOW) Brand: _____ | | |
| 109 | 57 | pad | NOTE PAD, stick on, 76mm x 100mm (3" x 4") min, assorted color | | |
| 110 | 104 | set | Notebook Spiral 12.7cmx7.6cm 80 leaves | | |
| 111 | 20 | pc | NOTEBOOK, STENOGRAPHER, spiral, 40 leaves | | |
| 112 | 50 | pcs | Oslo Paper, size: 9"x12" Brand: _____ | | |
| 113 | 15 | pack | Oxalic Powder, 1kg/pack Brand: _____ | | |
| 114 | 46 | rolls | Packaging Tape 2" x 100m Brand: _____ | | |
| 115 | 9 | bottle | Padding Glue, Red (small) Brand: _____ | | |
| 116 | 91 | box | PAPER CLIP, vinyl/plastic coat, length: 32mm min | | |
| 117 | 48 | packs | Paper Cups, 50pcs/pack, 6oz | | |
| 118 | 10 | box | Paper Fastener regular size, plastic coated | | |
| 119 | 9 | box | Paper Fastener, long, 8 1/2", plastic coated | | |
| 120 | 8 | packs | Paper Plate 5"Ø | | |
| 121 | 415 | ream | Bond Paper A4, 70 gsm, white Brand: _____ | | |
| 122 | 297 | ream | Bond Paper Legal, 70 gsm, white Brand: _____ | | |

| Item No | Qty | Unit | Description | Unit Price | Total Amount |
|---------|-----|--------|---|------------|--------------|
| 123 | 16 | boxes | PENCIL, lead, w/ eraser, wood cased, hardness: HB Brand: _____ | | |
| 124 | 5 | unit | PENCIL SHARPENER, manual, single cutter head | | |
| 125 | 17 | packs | Photo paper, A4, glossy, 10pcs/pack Brand: _____ | | |
| 126 | 4 | pack | Photo Paper Long, glossy, 10pcs/pack Brand: _____ | | |
| 127 | 15 | rolls | Printer ribbon FX-2175 refill, Epson | | |
| 128 | 150 | rolls | Printer ribbon LX-310 refill, Epson | | |
| 129 | 3 | pcs | PUNCHER, paper, heavy duty, with two hole guide, manufacturer's standard | | |
| 130 | 7 | boxes | Push Pins, Small, 30pcs/box, assorted color | | |
| 131 | 3 | packs | PVC Cover, A4, 200mic, 100pcs/pack, blue | | |
| 132 | 3 | ream | PVC Cover, long, 200mic, 100pcs/ream, blue | | |
| 133 | 30 | pcs | PVC Spiral 1.2meters length, assorted colors,12mm size | | |
| 134 | 25 | bundle | RAGS, all cotton, 32 pieces per bundle | | |
| 135 | 86 | books | RECORD BOOK, 150 PAGES, size: 214mm x 278mm min | | |
| 136 | 82 | book | RECORD BOOK, 300 PAGES, size: 214mm x 278mm min | | |
| 137 | 12 | book | RECORD BOOK, 500 PAGES, size: 214mm x 278mm min | | |
| 138 | 3 | pcs | Ribbon Cartridge LX-310, Epson | | |
| 139 | 30 | L | RING BINDER 1/2", 1.2m length, assorted color | | |
| 140 | 1 | roll | Nylon Rope,6mm,200meters/roll | | |
| 141 | 106 | box | Rubber Band, 50g/box | | |
| 142 | 2 | pcs | RULER, plastic, 450mm (18"), width: 38mm min | | |
| 143 | 10 | pcs | Sand paper, #120, 9"x11" | | |
| 144 | 18 | pcs | SCISSORS, symmetrical, blade length: 65mm min | | |
| 145 | 210 | pcs | SIGN PEN, BLACK, liquid/gel ink, 0.4mm (PREMIUM) Brand: _____ | | |

| Item No | Qty | Unit | Description | Unit Price | Total Amount |
|---------|------|-------|---|------------|--------------|
| 146 | 158 | pcs | SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip Brand: _____ | | |
| 147 | 142 | pcs | SIGN PEN, BLUE, liquid/gel ink, 0.4mm (PREMIUM) Brand: _____ | | |
| 148 | 122 | pcs | SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip Brand: _____ | | |
| 149 | 6 | L | Spiral Ring Binder, plastic, 16mm x 4 ft, assorted colors | | |
| 150 | 42 | pcs | Sponge | | |
| 151 | 11 | pc | STAMP PAD, FELT, bed dimension: 60mm x 100mm min | | |
| 152 | 7 | pcs | STAMP PAD INK, purple or violet, 50ml (min.) | | |
| 153 | 87 | boxes | STAPLE WIRE, STANDARD, (26/6) | | |
| 154 | 3 | box | Staple Wire, Heavy Duty (cap. -160 sheets) | | |
| 155 | 2 | unit | STAPLER, BINDER TYPE, heavy duty, desktop, manufacturer's standard, assorted color | | |
| 156 | 31 | unit | STAPLER, HEAVY DUTY w/ remover, No.35, manufacturer's standard, assorted color | | |
| 157 | 4 | pc | Stapler, Heavy Duty, 160 sheets capacity | | |
| 158 | 1 | pcs | Stapler, Heavy Duty, Big Flat Clinch, manufacturer's standard | | |
| 159 | 17 | packs | STICKER PAPER A4, Glossy, 20pcs/pack Brand: _____ | | |
| 160 | 4 | pack | STICKER PAPER, Long, Glossy, 20pcs/pack Brand: _____ | | |
| 161 | 6 | pc | TAPE DISPENSER HEAVY DUTY, manufacturer's standard | | |
| 162 | 12 | roll | TAPE, MASKING, width: 48mm (±1mm), manufacturer's standard Brand: _____ | | |
| 163 | 12 | roll | TAPE, PACKAGING, width: 48mm (±1mm), manufacturer's standard Brand: _____ | | |
| 164 | 69 | roll | TAPE, TRANSPARENT, width: 24mm (±1mm), manufacturer's standard Brand: _____ | | |
| 165 | 19 | roll | TAPE, TRANSPARENT, width: 48mm (±1mm), manufacturer's standard Brand: _____ | | |
| 166 | 1848 | roll | Thermal Paper (for queing maching), 2" X 50mm | | |

| Item No | Qty | Unit | Description | Unit Price | Total Amount |
|---------|-----|-------|--|---------------------|--------------|
| 167 | 120 | packs | Tissue (Jumbo Size), 2 ply, 9" diameter, manufacturer's standard Brand: _____ | | |
| 168 | 195 | packs | TOILET TISSUE PAPER, 2-ply, 100% recycled, manufacturer's standard Brand: _____ | | |
| 169 | 7 | pcs | Tissue Holder (Jumbo Size), can hold up to 9" diameter paper roll | | |
| 170 | 10 | pcs | Trash Can w/ cover, plastic, 22L, assorted color | | |
| 171 | 70 | roll | TRASHBAG, GPP specs, black, 940mmx1016mm | | |
| 172 | 17 | roll | TWINE, plastic, one (1) kilo per roll | | |
| | | | *Nothing Follows | Grand Total: | |

Terms and Conditions:

- > **Payment term:** 30 Calendar Days
- > **Delivery Days:** 30 Calendar Days upon receipt of Conformed Notice to Proceed
- > 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/s.
- > **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%) of the 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:

The BAC Secretariat
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 Mobile number: 09486540266
 Email Add: ckwdbac@gmail.com and mycsubaldo@gmail.com

Requested by:

(Sgd.) ENGR. JONATHAN Q. GADAYAN
 BAC Chairman

Date: _____

PRICE QUOTED BY:

 Signature Over Printed Name & Position
 (Supplier)

Date: _____