



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number	6795143	Status	Active
Procuring Entity	BAAO WATER DISTRICT	Associated Components	1
Title	PR 2020-014 Supply and Delivery of Office Supplies	Bid Supplements	0
Area of Delivery	Camarines Sur	Document Request List	1
Solicitation Number:	PR 2020-014	Date Published	14/01/2020
Trade Agreement:	Implementing Rules and Regulations	Last Updated / Time	14/01/2020 00:00 AM
Procurement Mode:	Shopping	Closing Date / Time	17/01/2020 09:00 AM
Classification:	Goods		
Category:	Office Supplies and Devices		

Approved Budget for the Contract	PHP 18,028.17
Delivery Period:	7 Day/s
BAAO WATER DISTRICT Bacoor City	Camarines Sur
Contact Person:	Lyndon Imperial Ballesteros BAC Secretariat La Medalla Bao Camarines Sur Philippines 4432
Date: January 9, 2020 RFQ No.: 2020-01-007 PR No.: 2020-01-014	
To All Eligible Suppliers	
Please quote your lowest price inclusive of VAT on the item/s listed below, subject to the Terms and Conditions of this RFQ, for more information please call Telephone No. (054) 266-3624/266-3161 or email at baao_wd@yahoo.com .	
Open Quotation duly signed by your representative may be submitted by mail to Baao Water District, La Medalla, Bao, Camarines Sur or email at baowdbac@gmail.com , not later than 9:00 a.m. of January 17, 2020.	
(sgd.)LYNDON I. BALLESTEROS Head, BAC Secretariat	
ream Multi Purpose Paper(copy) A4 70gsm 10 ream Multi Purpose Paper(copy) legal 70gsm 35 roll masking tape 9 box staple wire 15 roll tape transparent (24mm) 7 box clip (back fold metal) 32mm 10 box clip (back fold metal) 50mm 12 piece correction tape 14 box *brown envelope (for A4) 1 box *brown envelope (for Legal) 1 piece *eraser (for whiteboard/ blackboard) 2 piece cutter knife(general purpose) 11 piece *marker permanent 12 pack *folder (white) A4 3 pack *folder (white) legal 3 box paper clip (plastic coated) 32mm 10 box paper clip (plastic coated) 48mm 10 box pencil lead w/ eraser (wood) 3 piece scissors(65mm) 8 piece stapler (standard type) 8	

piece staple wire remover (plier type) 7
 box rubber band (70mm min) 20
 piece DTR form #48 200
 book record book (300 pages) 4
 pad paper pad 20

ABC Php 18,028.17

Terms of Payment: within 90 days after complete delivery

Delivery Schedule: within 7 calendar days from date of receipt of Purchase Order

PLEASE SIGN ALL PAGES

Terms and Conditions:

A. Submission of Requirements

1. Open quotations and other requirements stated below shall be submitted to Baao Water District, La Medalla, Baao, Camarines Sur not later than 9:00 a.m. of January 17, 2020.

2. All entries shall be typewritten.

3. Supplier shall submit the following documentary requirements

a) Duly signed Request for Quotation. Prices shall be quoted in Philippine Peso.

b) PhilGEPS Registration Certificate

c) Mayor's/Business Permit

B. Evaluation of Quotations

Quotations shall be compared and evaluated on the basis of the following criteria:

1. Completeness of Submission

2. Compliance with Technical Specifications

3. Price

BWD reserves the right to post-qualify any supplier and/or to reject any or all submitted quotations

C. Award

The supplier who submitted the lowest calculated responsive quotation shall be awarded the Purchase Order after evaluation.

D. Delivery and Installation

1. Delivery of Goods shall be made within 7 calendar days from date of receipt of Purchase Order.

2. Deliverables shall be delivered to Baao Water District, La Medalla, Baao, Camarines Sur, hereto defined as Project Site, costs to the account of supplier.

E. Instructions

1. Supplier shall be responsible for the source of its Goods/equipment, and shall make the deliveries in accordance with the schedule, and specifications of the award or purchase order. Failure of the supplier to comply with this provision shall be ground for cancellation of the award or purchase order issued to the supplier.

2. Supplier who accepted a purchase order but failed to deliver the required Goods within the time called for in the purchase order shall be disqualified from participating in BWD future procurement activities. This is without prejudice to the imposition of other sanctions prescribed under R.A. 9184 and its IRR-A against the supplier.

3. Rejected deliveries shall be construed as non-delivery, and shall be replaced by the supplier subject to liquidated damages for delayed deliveries.

4. All duties, excise, and other taxes, and revenue charges shall be paid by the supplier.

5. All transactions are subject to withholding of credible Value Added Tax and/or Expanded Value Added Tax per revenue regulation(s) of the Bureau of Internal Revenue.

F. Packing

The supplier shall provide such packing of the Goods appropriate to prevent their damage or deterioration during transit to the Project Site.

G. Inspection

1. All deliveries by suppliers shall be subject to inspection, and acceptance by the BWD Inspection Team and the end-user.

H. Liquidated Damages

A penalty of one-tenth of one percent (0.001) of the total value of the undelivered Goods shall be charged as liquidated damages for every day of delay of the delivery of the purchased Goods.

I. Warranty

Warranty shall be a period of six (6) months for supplies and materials, and one year in case of equipment reckoned from date of acceptance of the Goods at Project Site.

J. Payment

Contract Price shall be paid to the supplier within 90 days after complete delivery of goods at Project Site.

Line Items

Line Item	Description	Quantity	Unit	Price
1	PR 2020-014 Office Supplies ream Multi Purpose Paper(copy) A4 70gsm 10 ream Multi Purpose Paper(copy) legal 70gsm 35 roll masking tape 9 box staple wire 15 roll tape transparenent (24mm) 7 box	1	Lot	18,028.17

clip (back fold metal) 32mm 10 box clip
(back fold metal) 50mm 12 piece

Other Information

Bidders/Suppliers must download the attached document in the Associated Components Section.

Created by Lyndon Imperial Ballesteros

Date Created 13/01/2020

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