



**NAVAL WATER DISTRICT**  
Castin St., Naval,  
Province of Biliran, 65660

**REQUEST FOR QUOTATION ( RFQ )**  
**NEGOTIATED PROCUREMENT - SHOPPING**

RFQ No : 2018 - 10 - 053  
Date : October 25, 2018

Reference: PR No.: COMM.-2018-09-00  
AD 2018-02-001  
Office/End-User Unit: ADMIN Dept.  
& COMM Dept.

THE MANAGER

SIR/MADAM:

Please quote your price for the item specified below, taking into consideration the following:

**PROCUREMENT TERMS & CONDITIONS**

- The Total Approved Budget for the Contract (ABC ) for the Supply and Delivery of Common Office Supplies is: Sixty Thousand Three Hundred Forty Seven Pesos Only (Php60,347.00)
- Price quotation/s to be denominated in Philippine Peso and shall include all taxes, duties, freight and handling, and/or levies payable and shall be firm and valid for the period of at least thirty (30) days from the receipt of quotation and shall be binding upon the supplier within the period.
- Any interlinations, erasures, or overwriting shall be valid only if they are signed or initiated by you or any of duly authorized representatives/s.
- Deadline for the submission of Bids will be on: Nov. 06, 2018 [ 1:00 p.m. ]
- Delivery/Payment Terms:
  - Place : NWD Office, Castin St.,  
Naval, Biliran
  - Date : within 7 days from receipt of  
Purchase Order
  - Mode : Delivery
  - Payment Term: within 15 days from complete  
delivery and final acceptance
- Bidders must secure copy of the original RFQ at Naval Water District office from the BAC Secretariat during office hours. The RFQ and a copy of the Certification of Philgeps Registration must be submitted or mailed in a sealed envelop duly mark ( including the RFQ Reference of the project for proper identification) and will be open only on the scheduled date of bid opening. Only original RFQ will be considered during evaluation.
- Evaluation of bids will be conducted on a per "item" basis. Prospective bidders must quote for all the item listed herein, otherwise, the quotation will be considered non-complying.
- Refusal to accept an award maybe ground for imposition of administrative sanctions under Rule XXIII of the Revised IRR of RA 9184.
- Failure of the Supplier to deliver goods under the contract within the specified delivery schedule shall be liable for damages for the delay pursuant to sec. 3 of Annex D of the Handbook of Philippine Government Procurement, 6th Edition.
- The NWD reserves the right to return the goods delivered by the winning bidder for failure to comply with the required specifications at the bidder's expense.

~~ENGR. MA. RIZO SERENO~~  
BAC Chairman

BRENDA A. DELA CRUZ  
Purchasing Agent

I have read and understood the procurement terms & Condition stated above. By signing this quote, I hereby agree and bind myself to the above terms & Conditions.

ITEM	QTY	UNIT	PARTICULARS	ABC	BID PRICE	
					U/P	TOTAL AMOUNT
1	66	pcs	Ballpen my gel blue( refill )	1,452.00		
2	54	pcs	Ballpen my gel black( refill )	1,188.00		
3	66	pcs	Ballpen Mygel Blue	1,848.00		
4	78	pcs	Ballpen Mygel Black	2,184.00		
5	24	pcs	Ballpen Mygel Green	672.00		
6	24	pcs	Ballpen G-Tech CA-Blue	1,200.00		
7	48	pcs	Ballpen G-Tech CA-Black	2,400.00		
8	30	pcs	Ballpen Pilot BP _S Fine Blue	870.00		
9	78	pcs	Ballpen Pilot BP _S Fine Black	2,262.00		
10	38	rms	Bond Paper-Orange Subs 20 Long	13,376.00		
11	2	rms	Bond Paper-whitewove 20Long	300.00		
12	2	pcs	Calculator 12 digit Casio	1,580.00		
13	1	bx	Chalk	155.00		
14	3	pcs	Clip Board without cover	150.00		
15	3	pcs	Columnar Books VECO Product 6 Columns	93.00		
16	6	pcs	Columnar Books 4 Columns	186.00		
17	1	pcs	Columnar Books 12 Columns	31.00		
18	4	pcs	Columnar Books 16 Columns	248.00		
19	1	pcs	Columnar Books 20 Columns	62.00		
20	1	pcs	Columnar Books 24 Columns	62.00		

