

ZAMBOANGA CITY WATER DISTRICT

REQUEST QUOTATION FORM

SHOPPING (B)

Zamboanga City
Tel. No. (062) 991-1556-57

Date prepared : 10/23/2024
PR No.: 24-0229 Dated: 09/02/2024

SUPPLIER: _____
ADDRESS: _____
CONTACT PERSON: _____
CONTACT NUMBER: _____

Please submit your quotation to the Zamboanga City Water District on or before 2:00 P.M. **October 29, 2024**

Upon receipt of the Purchase Order, you are requested to deliver the item(s) quoted to the ZCWD Property Section at Pasonanca or to the delivery point specified in the Purchase Order. Penalties may be imposed for delays in the delivery beyond the delivery period and your company may be excluded from participating in future biddings. *Pls. REFER TO THE ATTACHED "INSTRUCTION TO BIDDERS" for your guidance.*

ITEM NO.	DESCRIPTION/SPECIFICATION	QTY	UNIT	UNIT COST	BRAND & MODEL OFFERED
1	SIGN PEN, Black, Liquid or Gel	183	Pcs		
2	SIGN PEN, Blue, Liquid or Gel	121	Pcs		
3	SIGN PEN, Red, Liquid or Gel	20	Pcs		
4	INK, for Stamp Pad, 50ml	16	Pcs		
5	TAPE, masking, 24mm	24	Rolls		
6	TAPE, masking, 48mm	33	Rolls		
7	TAPE, transparent, 24mm	29	Rolls		
8	CORRECTION TAPE, 8 meters	118	Pcs		
9	PUNCHER, paper, heavy duty	11	Pcs		
10	STAPLE REMOVER, Plier Type	29	Pcs		
11	PAPER, MULTICOPY A4, 500 sheets per ream	125	Reams		
12	PAPER, MULTIPURPOSE A4, 500 sheets per ream	190	Reams		
13	PAPER, MULTIPURPOSE LEGAL, 500 sheets per ream	184	Reams		
14	RECORD BOOK, 300 Pages	91	Book		
15	RECORD BOOK, 500 Pages	100	Book		

TOTAL CONTRACT PRICE =

I have the honor to submit our quotation for the above-specified item of which we have on stock except as specified.

SUPPLIER/REPRESENTATIVE
(Printed Name & Signature)

DATED

NOTE:

1. Register your bids to the BAC Secretariat before dropping the bid in the bidding box.
2. Delivery Period: 15 Calendar days upon receipt of P.O./NTP.
3. Warranty Period: 3 Months for Expendable supplies after acceptance by the procuring entity.
4. Price Validity: 120 C.D.
5. If applicable, the BAC may require the bidder to submit un-amended sales literature, brochure, shop drawing or samples. Non-submission of which may be a ground for disqualification. In case the bidder failed to submit the aforementioned requirements, then the product being offered by the winning bidder shall be subjected to inspection pursuant to RA 9184 and its IRR and Government Procurement Manual (GPM Vol. 2) and pertinent COA regulations on technical inspection and acceptance procedures by the procuring entity's authorized inspectors.
6. Payment Terms: NO COD
7. All erasure must be initialed to avoid disqualification.
8. Delivery Point: Property Section, ZCWD Motorpool, Pasonanca, Z.C.
9. Approved Budget Cost (ABC): P 114,696.42
10. The bidder is required to submit within 3 calendar days from the date of the bid opening the following requirements: Mayor's/Business Permit and Philgeps Registration. Failure to submit the required documents within the time frame may be a ground for disqualification. The bidder may also submit these documents together with its Request for Quotation (RFQ).
11. In case where an occurrence of a tie among bidders, BAC shall conduct drawing of lots in accordance with GPPB Circular 06-2005 dated August 05, 2005 and Appendix 11 of the 2016 RIRR of R.A. 9184.
12. All items must be quoted otherwise the bid shall be incomplete and non-complying.
13. For Bidding Results, please call BAC Secretariat at this number 991-1556 local 8127 and look Mr. Aaron O. Mas a day after the scheduled Bid Opening. You may also send us an e-mail at this address: bac@zcwd.gov.ph. Failure on your part to communicate with us will be taken as a waiver to be informed of the result.
14. Open quotations may be submitted, manually or through facsimile or email at the following: Fax nos. (062) 9550754/9927831 or Email Address: bac@zcwd.gov.ph
15. For **NEGOTIATED PROCUREMENT-SMALL VALUE PROCUREMENT** requiring **Omnibus Sworn Statement**, please submit original copy.

REMARKS/ ADDITIONAL INFORMATION _____

Prepared by: _____

Distributed by: _____



ATTY. VRAMIE PATALINGHUG
VICE-CHAIRPERSON
BIDS AND AWARDS COMMITTEE
