

ZAMBOANGA CITY WATER DISTRICT

**REQUEST QUOTATION FORM
NEGOTIATED PROCUREMENT (SMALL VALUE)**

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

Date prepared : 05/22/2026
PR No.: 26-0113 Dated: 03/25/2026

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

Please submit your quotation to the Zamboanga City Water District on or before **2:00 P.M. May 28, 2026**

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. ***Pis. REFER TO THE ATTACHED "INSTRUCTION TO BIDDERS" for your guidance.***

ITEM NO.	DESCRIPTION/SPECIFICATION	QTY	UNIT	UNIT COST	BRAND & MODEL OFFERED
1	Ballpen (Black)	1,111	PCS		
2	Ballpen (Blue)	457	PCS		
3	Ballpen (Red)	334	PCS		
4	Corrugated Storage Box	252	Pcs		
5	CLIP, backfold, 19mm	79	Box		
6	CLIP, backfold, 25mm	82	Box		
7	CLIP, backfold, 32mm	90	Box		
8	CLIP, backfold, 50mm	96	Box		
9	FASTENER, metal, non-sharp edges, 50 sets per box	137	Box		
10	CLEARBOOK, 20 transparent pockets, A4	12	Piece		
11	CLEARBOOK, 20 transparent pockets, legal	49	Piece		
12	SIGN PEN, Extra Fine Tip Black	621	Piece		
13	SIGN PEN, Extra Fine Tip Blue	533	Piece		
14	INK, for stamp pad, 50mL	34	Piece/ bottle		
15	TAPE, electrical	78	Rolls		
16	TAPE, masking, 24mm	240	Rolls		
17	TAPE, masking, 48 mm	204	Rolls		
18	TAPE, packaging, 48 mm	249	Rolls		
19	TAPE, transparent, 24mm	283	Rolls		
20	TAPE, transparent, 48 mm	238	Rolls		
21	STAPLE WIRE, standard	150	Box		
22	CORRECTION TAPE, 8 meters	318	Piece		
23	DATA FILE BOX	98	Piece		
24	DATA FOLDER	54	Piece		
25	DATER STAMP	15	Piece		
26	ENVELOPE, Mailing, 500 pieces per box	11	Box		
27	ENVELOPE, Mailing, with window, 500 pieces per box	5	Box		
28	FILE ORGANIZER, expanding, plastic, legal	32	Piece		
29	FILE TAB/INDEX DIVIDER, bristol board, A4	16	Set		
30	FILE TAB/INDEX DIVIDER, bristol board, legal	20	Set		
31	FOLDER, pressboard, 100 pieces per box	12	Box		
32	FOLDER with tab, legal, 100 pieces per pack	13	Pack		
33	MARKER, Permanent, Black	229	Piece		
34	MARKER, Permanent, Blue	236	Piece		
35	MARKER, Permanent, Red	74	Piece		
36	PAPER CLIP, vinly/plastic coated, 33mm	122	Box		
37	PAPER CLIP, vinly/plastic coated, jumbo, 50mm	128	Box		
38	STAPLER, standard type	21	Piece		
39	NOTE PAD, stick on, 2" x 3", 100 sheets per pad	110	Pad		
40	NOTE PAD, stick on, 3" x 4", 100 sheets per pad	116	Pad		
41	NOTE PAD, stick on, 3" x 3", 100 sheets per pad	71	Pad		
42	NOTEBOOK, stenographer	43	Piece		
43	PAPER, MULTICOPY A4, 500 sheets per ream	331	Ream		
44	PAPER, MULTICOPY LEGAL, 500 sheets per ream	330	Ream		
45	RECORD BOOK, 300 PAGES	60	Book		
46	RECORD BOOK, 500 PAGES	60	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: **45 Calendar days upon issuance of NTP/PO.**
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

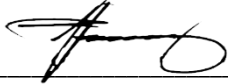
pursuant to RA 9184 and its IRR and Government Procurement Manual (GPM Vol. 2) and pertinent COA regulations on technical inspection and acceptance procedures by the procuring entity's authorized inspectors.

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 479,835.30
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, Omnibus Sworn Statement 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 through email: 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. VINCENT F. FERNANDEZ
CHAIRPERSON
BIDS AND AWARDS COMMITTEE