

Request for Quotation

Date: _____
 Quotation No. _____

Company Name : _____ (1)
 Address : _____ (2)
 VAT-TIN : _____ (3)

Please quote your lowest price on the item/s listed below, subject to the General Conditions on the last page, stating the shortest time of delivery and submit on a sealed envelope your quotation duly signed by your representative not later than _____ to Procurement Officer or the BAC TWG of the San Carlos City Water District. For queries, you may call 075-637-6044, or email at sccwd@hotmail.com.

Sgd. JOSE JOVARES A RESUELLO II
 Procurement Officer

- NOTE**
1. ALL ENTRIES MUST BE TYPEWRITTEN
 2. DELIVERY PERIOD WITHIN _____ CALENDAR DAYS
 3. WARRANTY SHALL BE FOR A PERIOD OF SIX (6) MONTHS FOR SUPPLIES & MATERIALS, ONE (1) YEAR FOR EQUIPMENT, FROM DATE OF ACCEPTANCE BY THE PROCURING ENTITY
 4. PRICE VALIDITY SHALL BE FOR A PERIOD OF ____30__ or up ____60__ CALENDAR DAYS
 5. G-EPS REGISTRATION NUMBER SHALL BE ATTACHED UPON SUBMISSION OF THE QUOTATION
 6. BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCT BEING OFFERED.(IF ANY)

ITEM NO.	ITEM & DESCRIPTION	QTY.	UNIT PRICE
1	Battery AAA, pcs	6	
2	Bond paper Short 70GSM, reams	12	
3	Bond Paper Long 70gsm, reams	12	
4	Fastener plastic, box	2	
5	Film carbon(blue), box	1	
6	Folder Long (Thick,hard, expandable), pcs	120	
7	Ink epson black 664, bottle	12	
8	Ink epson cyan 664, bottle	1	
9	Ink epson yellow 664, bottle	1	
10	Ink epson magenta 664, bottle	1	
11	Pen, Ball point, pcs	144	
12	Record Book, 500pages, pcs	2	
13	Staple wire #35 Heavy Duty, box	1	
	nothing follows		

Brand and Model : _____ (4)
 Delivery Period : _____ (5)
 Warranty : _____ (6)
 Price Validity : _____ (7)

CONDITIONS:

1. FOB, San Carlos City Water District, Pangasinan
2. Quoted Price, 12% VAT Inclusive.
3. to be withheld applicable tax (2306, 2307)
4. Delivery:
5. payment terms:

The *SAN CARLOS CITY WATER DISTRICT* reserves the right to accept or reject any Bid, to annul the bidding process, and to reject all Bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder or Bidders.

After having carefully read and accepted your General Conditions, I/We quote you on the item at prices noted above.

_____(8)
 Printed Name / Signature

_____(9)
 Tel. No. / Cellphone No.
 e-mail address

_____(10)
 Date

Note : MUST FILL ALL SPACE (with numbers)



SAN CARLOS CITY WATER DISTRICT
Burgos – Padlan St., San Carlos City, Pangasinan
Tel. Nos. (075) 637-6044 / 955-5748
Email Address: sccwd@hotmail.com / Website Address : www.sccwd.gov.ph

Bids and Awards Committee

INVITATION TO SUBMIT PRICE QUOTATIONS
FOR THE NEGOTIATED PROCUREMENT (Small Value Procurement) Procurement of *Office supplies, Admin*
PR-0004-2020

1st Posting

The San Carlos City Water District(SCCWD), through the BIDS AND AWARDS COMMITTEE (BAC) shall be contracting by Negotiated Procurement (Small Value Procurement).

Name of Project : Procurement of *Office supplies, Admin*

Source of Funds : General Fund
Approved Budget for the Contract /Estimated Budget : Php40,420.00

Brief Description/Specifications End-user : Office Supplies, Admin
Approved Budget for the Contract /Estimated Budget : Php14,850.00
Delivery Schedule : 15days

The above-mentioned item is a Negotiated Procurement –intended for the official function of the requisitioning office, as stated on their Purchase Request.

Interested suppliers may submit a proposal per item and must include the following documents on the deadline of submission:

- a. Valid Mayor's Business Permit
- b. PhilGEPS Registration No.
- c. Statement/Affidavit that the supplier is not blacklisted and is not related to the Head of Procuring Entity (HoPE) by consanguinity or affinity up to 3rd civil degree.
- d. Brochure showing brand, model and specifications of the product being offered, if applicable.
- e. All photocopied documents submitted shall be a certified copy from the original.

All Interested Suppliers shall be required to submit a proposal to the BAC Office, 2nd floor SCCWD Building, Burgos St., San Carlos City, Pangasinan, on or before February 18, 2021, 9:00 AM. Opening of quotation shall be held at 2:00 PM of February 18, 2021.

SGD.AARON R. MANAMTAM JR.
(BAC Chairman)

Date Published: February 10, 2021