



# DAGUPAN CITY WATER DISTRICT

RFQ 002-2024

## REQUEST FOR QUOTATION

The Dagupan City Water District, through its Bids and Awards Committee, hereby invites all interested parties to submit proposal/price quotation for the following project:

**Name of Project** : **SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR CY 2024**  
**Location** : Dagupan City Water District, DCWD Motorpool Building  
 Tambac District, Dagupan City

**Approved Budget for the Contract (ABC)** : **One Hundred Seventy Seven Thousand Four Hundred Pesos Only (P177, 400.00) inclusive of tax**

**Source of Budget** : Corporate Budget Approved by the Board

**Delivery Period** : Within seven (7) working days upon receipt of Notice to Proceed/Purchase Order

**Technical Specifications** :

LOT 1: SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR CY 2024

Description	Quantity	Unit
BALLPEN, BLACK (12 pcs / box)	4	box
BALLPEN, BLUE (12 pcs / box)	2	box
BINDER CLIP, 1 5/8 inch (12 pcs / box)	5	box
BINDER CLIP, 2 inch (12 pcs / box)	4	box
BINDER CLIP, BACKFOLD, all metal, clamping: 1 1/2 inch	15	box
BINDER CLIP, BACKFOLD, all metal, clamping: 1inch	12	box
CALCULATOR 12 DIGITS	1	unit
COMPUTER INK, BROTHER, BTD60BK (BLACK)	10	bottle
COMPUTER INK, BROTHER, BT5000Y (YELLOW)	7	bottle
COMPUTER INK, BROTHER, BT5000M (MAGENTA)	7	bottle
COMPUTER INK, BROTHER, BT5000B (BLUE)	7	bottle
COMPUTER INK, EPSON (001) BLACK	5	bottle
COMPUTER INK, EPSON (001) BLUE	5	bottle
COMPUTER INK, EPSON (001) MAGENTA	5	bottle
COMPUTER INK, EPSON (001) YELLOW	5	bottle
COMPUTER INK, EPSON (003), Black	10	bottle
COMPUTER INK, EPSON (003), Cyan	9	bottle
COMPUTER INK, EPSON (003), Magenta	9	bottle
COMPUTER INK, EPSON (003), Yellow	8	bottle
COMPUTER INK, EPSON (008) Pigment Type, Cyan	2	bottle
COMPUTER INK, EPSON (008) Pigment Type, Magenta	2	bottle
COMPUTER INK, EPSON (008) Pigment Type, Yellow	2	bottle
COMPUTER INK, EPSON (T6641) Black	10	bottle
COMPUTER INK, EPSON (T6642) Cyan	6	bottle
COMPUTER INK, EPSON (T6643) Magenta	6	bottle
COMPUTER INK, EPSON (T6644) Yellow	6	bottle
CORRECTION TAPE, film base type, 5mm x 6m	14	pcs
CORRECTION TAPE, film base type, refill	17	pcs
COUPON BOND, A4, S-20	5	ream
COUPON BOND, LONG SIZE (8.5 in x 13 in), 70 gsm	107	ream
COUPON BOND, SHORT SIZE (8.5 in x 11 in), 70 gsm	85	ream
DUCT TAPE 2"	2	roll
ENVELOPE, BROWN, for legal size document	180	pcs





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ENVELOPE, BROWN, for letter size document	111	pcs
ENVELOPE, EXPANDING, KRAFTBOARD, for legal size document	225	pcs
ERASER	4	pcs
EXTERNAL HARD DRIVE, 1 TB	1	pcs
FASTENER, METAL, 70mm between prongs	7	box
FASTENER, PLASTIC, 70 mm between prongs	16	box
FILE ORGANIZER	1	pcs
FILING TRAY (3 LAYERS)	2	pcs
FLASH DRIVE, 32 GB capacity	4	pcs
FOLDER, for legal size documents	354	pcs
FOLDER, for letter size documents	145	pcs
FOLDER, PRESSBOARD, for legal size documents	205	pcs
FOLDER, PRESSBOARD, for letter size documents	40	pcs
Frixion Pen, Black, PILOT, 0.5mm needle tip refill (12/box)	2	box
Frixion Pen, Blue, PILOT, 0.5mm needle tip refill (12/box)	2	box
GLUE, all purpose, gross weight: 130 grams min	5	jar
GLUE, all purpose, gross weight: 40 grams min	5	jar
MARKER, PERMANENT, broad type, black	6	pcs
MARKER, PERMANENT, broad type, blue	3	pcs
MARKER, PERMANENT, broad type, red	3	pcs
MARKER, PERMANENT, bullet type, black	7	pcs
MARKER, whiteboard, black, felt tip, bullet type	5	pcs
MARKER, whiteboard, blue	2	pcs
MARKER, whiteboard, red	2	pcs
MASKING TAPE 1"	5	roll
NOTE PAD, stick on 76mm x 76mm (3" x 3")	15	pad
PAPER CLIP, vinyl/plastic coat, length: 33mm	8	box
PENCIL LEAD W/ ERASER	28	pcs
PENCIL SHARPENER, manual, single cutter head	2	unit
PHOTOPAPER A4	5	pack
PUNCHER, paper, heavy duty, with two hole guide	1	unit
RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	23	book
RECORD BOOK, 500 PAGES	2	book
Ribbon Cartridge, EPSON LX-310	16	cartridge
RUBBER BAND, 70mm min lay flat length (#18)	1	box
SCISSORS, symmetrical, blade length: 65mm min	2	pair
SCOTCH TAPE 1/2"	5	roll
SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip (12's/box)	13	box
SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip (12's/box)	8	box
SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip (12's/box)	3	box
SIGNPEN - BLACK (0.5)	46	pcs
SIGNPEN - BLUE (0.5)	11	pcs
SIGNPEN - RED (0.5)	11	pcs
STAMP PAD, FELT, bed dimension: 60mm x 100mm min	1	pc
STAPLE REMOVER, PLIER-TYPE	2	pcs
STAPLE WIRE, for heavy duty staplers, (23/13)	1	box
STAPLE WIRE, STANDARD, (26/6)	17	box
STAPLER (with remover), STANDARD TYPE	4	pcs
STAPLER, STANDARD TYPE (No. 35)	4	pcs
STICKER PAPER, A4	20	pack
STORAGE BOX, file document storage, heavy duty, letter/legal size	10	pcs



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TAPE DISPENSER, TABLE TOP, for 24mm width tape	3	pcs
TAPE, MASKING, width: 1 inch	11	roll
TAPE, MASKING, width: 2 inch	2	roll
TAPE, TRANSPARENT, width: 1 inch	17	roll
TONER TK-1175 (KYOCERA)	1	pcs
WHITE ENVELOPE, mailing, long, 70gsm	50	pcs
WHITEWOVE MIMEO PAPER, LONG	14	ream
WHITEWOVE MIMEO PAPER, SHORT	18	ream

**NOTE:** Price quotations must be valid for a period of thirty (30) calendar days from the date of submission.

Interested bidders are required to submit the following documents:

1. Philgeps Registration Number
2. Copy of valid Mayor's/Business Permit

The proposal/price quotation duly signed by your authorized representative along with the above-mentioned requirements may be submitted through registered or electronic mail to the Dagupan City Water District Bids and Awards Committee at the address stated below or email to [dagcitywdbac@gmail.com](mailto:dagcitywdbac@gmail.com) not later than **April 24, 2024 5:00 PM.**

**JASON G. ESTRADA**

Chairperson

Bids and Awards Committee

Dagupan City Water District

DCWD Motorpool Building, Tambac District

Dagupan City, Pangasinan, 2400

(075) 523-2741

The Dagupan City Water District reserves the right to reject any and all quotations/bids, declare a failure of bidding, or not award the contract pursuant to Section 41 of the 2016 Revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder/s. For any inquiries or clarifications you may contact us at (075) 523-2741 or send us an email at [dagcitywdbac@gmail.com](mailto:dagcitywdbac@gmail.com).

  
**JASON G. ESTRADA**  
BAC Chairperson