



DAGUPAN CITY WATER DISTRICT

RFQ NO: 2025-006

REQUEST FOR QUOTATION

The Dagupan City Water District (DCWD), 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 2025**
Location : Dagupan City Water District, Tambac District, Dagupan City
Approved Budget for the Contract (ABC) : PHP 179,762.96
Source of Budget : Corporate Budget Approved by the Board
Delivery Period : Within fifteen (15) working days upon receipt of Notice to Proceed/Purchase Order
Technical Specifications :

QUANTITY	UNIT	ITEMS
22	box	BALLPEN, BLACK (12 pcs / box)
1	box	BALLPEN, BLACK (25 pcs / box)
1	box	BALLPEN, BLUE (25 pcs / box)
5	box	BINDER CLIP, 1 5/8 inch (12 pcs / box)
5	box	BINDER CLIP, 2 inch (12 pcs / box)
3	box	BINDER CLIP, BACKFOLD, all metal, clamping: 1 1/2 inch
30	box	BINDER CLIP, BACKFOLD, all metal, clamping: 1inch
17	bottle	COMPUTER INK, BROTHER, BTD60BK (BLACK)
12	bottle	COMPUTER INK, BROTHER, BT5000Y (YELLOW)
12	bottle	COMPUTER INK, BROTHER, BT5000M (MAGENTA)
12	bottle	COMPUTER INK, BROTHER, BT5000B (BLUE)
19	bottle	COMPUTER INK, EPSON (001) BLACK
13	bottle	COMPUTER INK, EPSON (001) CYAN
13	bottle	COMPUTER INK, EPSON (001) MAGENTA
13	bottle	COMPUTER INK, EPSON (001) YELLOW
6	bottle	COMPUTER INK, EPSON (003), Black
4	bottle	COMPUTER INK, EPSON (003), Cyan
4	bottle	COMPUTER INK, EPSON (003), Magenta
4	bottle	COMPUTER INK, EPSON (003), Yellow
24	pcs	CORRECTION TAPE, film base type, UL 6m min
20	pcs	CORRECTION TAPE, film base type, refill
64	ream	COUPON BOND, SHORT SIZE (8.5 in x 11 in), 70 gsm
1	roll	DUCT TAPE 2"
440	pcs	ENVELOPE, BROWN, for legal size document
130	pcs	ENVELOPE, BROWN, for letter size document
280	pcs	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size document
1	pcs	EXTERNAL HARD DRIVE, 1 TB
6	box	FASTENER, METAL, 70mm between prongs
15	box	FASTENER, PLASTIC, 70 mm between prongs
2	pcs	FILE ORGANIZER
3	pcs	FILING TRAY (3 LAYERS)



DAGUPAN CITY WATER DISTRICT

4	pcs	FLASH DRIVE, 32 GB capacity
500	pcs	FOLDER, for legal size documents
94	pcs	FOLDER, for letter size documents
145	pcs	FOLDER, PRESSBOARD, for legal size documents
25	pcs	FOLDER, PRESSBOARD, for letter size documents
16	pcs	Frixion Pen, Black, PILOT, 0.5mm needle tip
5	pcs	Frixion Pen, Blue, PILOT, 0.5mm needle tip
19	box	Frixion Pen, Black, PILOT, 0.5mm needle tip refill (12/box)
5	box	Frixion Pen, Blue, PILOT, 0.5mm needle tip refill (12/box)
2	jar	GLUE, all purpose
5	pcs	MARKER, PERMANENT, broad type, black
3	pcs	MARKER, PERMANENT, broad type, blue
3	pcs	MARKER, PERMANENT, broad type, red
6	pcs	MARKER, PERMANENT, bullet type, black
2	pcs	MARKER, PERMANENT, bullet type, blue
3	pcs	MARKER, whiteboard, black, felt tip, bullet type
2	pcs	MARKER, whiteboard, blue
2	pcs	MARKER, whiteboard, red
2	roll	MASKING TAPE 1"
6	pad	NOTE PAD, stick on 76mm x 76mm (3" x 3")
3	ream	PAPER, A3 size (297 x 420 mm), 70 gsm
2	box	PAPER CLIP, vinyl/plastic coat, length: 33mm
10	box	PAPER CLIP, vinyl/plastic coat, length: 50mm
10	pack	PAPER, specialty, 80 gsm, letter, 10's
5	pack	PHOTOPAPER A4
1	unit	PUNCHER, paper, heavy duty, with two hole guide
16	book	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min
2	book	RECORD BOOK, 500 PAGES
6	cartridge	Ribbon Cartridge, EPSON LX-310
4	box	RUBBER BAND, 70mm min lay flat length (#18)
16	box	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip (12's/box)
8	box	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip (12's/box)
1	box	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip (12's/box)
3	pcs	STAPLE REMOVER, PLIER-TYPE
25	box	STAPLE WIRE, STANDARD, (26/6)
3	pcs	STAPLER (with remover), STANDARD TYPE
3	pcs	STAPLER, STANDARD TYPE (No. 35)
34	pack	STICKER PAPER, A4 (10 sheets per pack)
1	pcs	TAPE DISPENSER, table top, 24mm
22	roll	TAPE, TRANSPARENT, width: 1 inch
5	roll	TAPE, TRANSPARENT, width: 1/2 inch
1	pcs	TONER TK-1175 (KYOCERA)
130	pcs	WHITE ENVELOPE, mailing, long, 70gsm
6	ream	WHITEWOVE MIMEO PAPER, LONG
10	ream	WHITEWOVE MIMEO PAPER, SHORT
3	roll	DOUBLE SIDED TAPE 1inch
15	pcs	DATA FILE BOX, made of chipboard w/closed ends
3	box	PUSH PINS
2	pcs	RING BINDER 1"
1	pcs	RULER 12"



DAGUPAN CITY WATER DISTRICT

Kindly submit your duly signed proposal/price quotation manually or via mail/courier at the address stated below or email to dagcitywdbac@gmail.com on or before **MAR 28 2025** 5:00 PM.

RENATO N. MUNDO

Chairperson

Bids and Awards Committee

Dagupan City Water District

Tambac District, Dagupan City, Pangasinan, 2400

(075) 523-2741

Interested bidders are also required to submit the following documents along with the quotation on or before the deadline of submission of quotation:

1. **PhilGEPS Registration Number**
2. **Valid Mayor's/Business Permit**
3. **Duly notarized Omnibus Sworn Statement using the attached format**

Template may also be accessed to this link: <https://www.gppb.gov.ph/wp-content/uploads/2023/07/07032023Omnibus-Sworn-StatementRevised-as-of-07.03.2023.docx>

INSTRUCTIONS:

- a. Submit duly signed price quotations.
- b. Price quotations along with the required documents received after the deadline shall be rejected and will not be accepted.
- c. Please quote your best offer for the item/s indicated in the quotation form. Please do not leave any blank items. Indicate a zero (0) or a dash (-) if the item being offered is for free.
- d. All technical specifications must be complied with. Failure to comply with any of the mandatory requirements will disqualify your quotation.

TERMS AND CONDITIONS:

- a. Price quotations must be valid for a period of forty five (45) calendar days from the deadline of submission.
- b. Quoted prices shall be inclusive of all applicable taxes/charges and must be quoted in Philippine Peso.
- c. Quotations exceeding the Approved Budget for the Contract shall be rejected.
- d. Award of contract shall be made to the lowest calculated and responsive quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
- e. Goods delivered are subject to inspection and acceptance.
- f. Payment processing shall be made after delivery and submission of the required supporting documents (delivery receipt/order slip and/or billing statement/invoice).
- g. Liquidated damages equivalent to one-tenth of one percent (0.001) of the cost of the unperformed portion for every day of delay. The Dagupan City Water District may rescind or terminate the contract once the cumulative amount of the liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
- h. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its 2016 revised IRR.

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.


RENATO N. MUNDO
BAC Chairperson

PRICE QUOTATION

Date: _____

Company/Business Name: _____

Address: _____

TIN: _____

PhilGEPS Registration Number (Required): _____

Dear Sir/Madam:

After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR CY 2025					
Item Description	Qty	Unit	Unit Price	Total Price	Statement of Compliance ("Comply" / "Not Comply")
BALLPEN, BLACK (12 pcs / box)	22	box			
BALLPEN, BLACK (25 pcs / box)	1	box			
BALLPEN, BLUE (25 pcs / box)	1	box			
BINDER CLIP, 1 5/8 inch (12 pcs / box)	5	box			
BINDER CLIP, 2 inch (12 pcs / box)	5	box			
BINDER CLIP, BACKFOLD, all metal, clamping: 1 1/2 inch	3	box			
BINDER CLIP, BACKFOLD, all metal, clamping: 1inch	30	box			
COMPUTER INK, BROTHER, BTD60BK (BLACK)	17	bottle			
COMPUTER INK, BROTHER, BT5000Y (YELLOW)	12	bottle			
COMPUTER INK, BROTHER, BT5000M (MAGENTA)	12	bottle			
COMPUTER INK, BROTHER, BT5000B (BLUE)	12	bottle			
COMPUTER INK, EPSON (001) BLACK	19	bottle			
COMPUTER INK, EPSON (001) CYAN	13	bottle			
COMPUTER INK, EPSON (001) MAGENTA	13	bottle			
COMPUTER INK, EPSON (001) YELLOW	13	bottle			
COMPUTER INK, EPSON (003), Black	6	bottle			
COMPUTER INK, EPSON (003), Cyan	4	bottle			
COMPUTER INK, EPSON (003), Magenta	4	bottle			
COMPUTER INK, EPSON (003), Yellow	4	bottle			
CORRECTION TAPE, film base type, UL 6m min	24	pcs			
CORRECTION TAPE, film base type, refill	20	pcs			
COUPON BOND, SHORT SIZE (8.5 in x 11 in), 70 gsm	64	ream			
DUCT TAPE 2"	1	roll			
ENVELOPE, BROWN, for legal size document	440	pcs			

ENVELOPE, BROWN, for letter size document	130	pcs			
ENVELOPE, EXPANDING, KRAFTBOARD, for legal size document	280	pcs			
EXTERNAL HARD DRIVE, 1 TB	1	pcs			
FASTENER, METAL, 70mm between prongs	6	box			
FASTENER, PLASTIC, 70 mm between prongs	15	box			
FILE ORGANIZER	2	pcs			
FILING TRAY (3 LAYERS)	3	pcs			
FLASH DRIVE, 32 GB capacity	4	pcs			
FOLDER, for legal size documents	500	pcs			
FOLDER, for letter size documents	94	pcs			
FOLDER, PRESSBOARD, for legal size documents	145	pcs			
FOLDER, PRESSBOARD, for letter size documents	25	pcs			
Frixion Pen, Black, PILOT, 0.5mm needle tip	16	pcs			
Frixion Pen, Blue, PILOT, 0.5mm needle tip	5	pcs			
Frixion Pen, Black, PILOT, 0.5mm needle tip refill (12/box)	19	box			
Frixion Pen, Blue, PILOT, 0.5mm needle tip refill (12/box)	5	box			
GLUE, all purpose	2	jar			
MARKER, PERMANENT, broad type, black	5	pcs			
MARKER, PERMANENT, broad type, blue	3	pcs			
MARKER, PERMANENT, broad type, red	3	pcs			
MARKER, PERMANENT, bullet type, black	6	pcs			
MARKER, PERMANENT, bullet type, blue	2	pcs			
MARKER, whiteboard, black, felt tip, bullet type	3	pcs			
MARKER, whiteboard, blue	2	pcs			
MARKER, whiteboard, red	2	pcs			
MASKING TAPE 1"	2	roll			
NOTE PAD, stick on 76mm x 76mm (3" x 3")	6	pad			
PAPER, A3 size (297 x 420 mm), 70 gsm	3	ream			
PAPER CLIP, vinyl/plastic coat, length: 33mm	2	box			
PAPER CLIP, vinyl/plastic coat, length: 50mm	10	box			
PAPER, specialty, 80 gsm, letter, 10's	10	pack			
PHOTOPAPER A4	5	pack			
PUNCHER, paper, heavy duty, with two hole guide	1	unit			
RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	16	book			
RECORD BOOK, 500 PAGES	2	book			
Ribbon Cartridge, EPSON LX-310	6	cartridge			
RUBBER BAND, 70mm min lay flat length (#18)	4	box			
SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip (12's/box)	16	box			
SIGN PEN, BLUE, liquid/gel ink, 0.5mm	8	box			

needle tip (12's/box)					
SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip (12's/box)	1	box			
STAPLE REMOVER, PLIER-TYPE	3	pcs			
STAPLE WIRE, STANDARD, (26/6)	25	box			
STAPLER (with remover), STANDARD TYPE	3	pcs			
STAPLER, STANDARD TYPE (No. 35)	3	pcs			
STICKER PAPER, A4 (10 sheets per pack)	34	pack			
TAPE DISPENSER, table top, 24mm	1	pcs			
TAPE, TRANSPARENT, width: 1 inch	22	roll			
TAPE, TRANSPARENT, width: 1/2 inch	5	roll			
TONER TK-1175 (KYOCERA)	1	pcs			
WHITE ENVELOPE, mailing, long, 70gsm	130	pcs			
WHITEWOVE MIMEO PAPER, LONG	6	ream			
WHITEWOVE MIMEO PAPER, SHORT	10	ream			
DOUBLE SIDED TAPE 1inch	3	roll			
DATA FILE BOX, made of chipboard w/closed ends	15	pcs			
PUSH PINS	3	box			
RING BINDER 1"	2	pcs			
RULER 12"	1	pcs			
Total Price Quotation (inclusive of taxes/charges)					
TOTAL PRICE IN WORDS					

Signature above Printed Name

Position/Designation

Office Telephone/Mobile Nos.

Email address/es

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable:)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, Procurement Agent if engaged, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, Procurement Agent if engaged, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, Procurement Agent if engaged, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]