



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 12390431
Procuring Entity PLARIDEL WATER DISTRICT
Title Supply and Delivery of Office Supplies 3rd Quarter (ADM 2025-09-34) (PLAWD 2025-09-064)
Area of Delivery Bulacan

Solicitation Number:	PLAWD 2025-09-064	Status	Pending
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Shopping - Ordinary/Regular Office Supplies & Equipment (Sec. 52.1.b)	Associated Components	2
Classification:	Goods		
Category:	Office Supplies and Devices	Bid Supplements	0
Approved Budget for the Contract:	PHP 120,329.00		
Delivery Period:	7 Day/s	Document Request List	0
Client Agency:		Date Published	12/09/2025
Contact Person:	Jim Benzon R. Talavera BAC SECRETARIAT A. C. Reyes St., Poblacion, Plaridel, Bulacan Plaridel Bulacan Philippines 3004 63-044-7950102 plaridelwaterdistrictbac2017@gmail.com	Last Updated / Time	11/09/2025 10:50 AM
		Closing Date / Time	18/09/2025 13:00 PM

Description

PR No. ADM 2025-09-34

Please quote your lowest price on the item/s listed below, subject to the General Conditions, stating the shortest time of delivery and submit your quotation duly signed by your authorized representative.

NOTE:

- 1) The approved budget for the contract is ₱120,329.00
- 2) All entries must be filled up as much as possible.
- 3) Service/Delivery period is within seven (7) calendar days.
- 4) Warranty shall be for a period of three (3) months for supplies and one (1) year for equipment from date of acceptance by the procuring entity.
- 5) Price validity shall be for a period of _____ calendar days.
- 6) PHILGEPS registration certificate shall be attached upon submission of the quotation.
- 7) Bidders shall submit original brochures showing certifications of the product being offered.
- 8) The bidder shall give sample/s of the item/s quoted.
- 9) The bidder shall bear the delivery/return cost of the sample/s.

PURPOSE: Office Supplies 3rd Quarter

ITEM NO. QTY/UNIT DESCRIPTION UNIT COST TOTAL COST

1) 1 Lot Office Supplies

Inclusions:

8 cart INK CARTRIDGE, EPSON (008), Black
8 cart INK CARTRIDGE, EPSON (008), Cyan
8 cart INK CARTRIDGE, EPSON (008), Magenta
8 cart INK CARTRIDGE, EPSON (008), Yellow
24 cart RIBBON CARTRIDGE LQ 310
18 cart RIBBON CARTRIDGE LX 310
9 cart INK CARTRIDGE, EPSON (004), Black
6 cart INK CARTRIDGE, EPSON (004), Cyan
6 cart INK CARTRIDGE, EPSON (004), Magenta
6 cart INK CARTRIDGE, EPSON (004), Yellow
5 cart INK CARTRIDGE, EPSON (001) Black
5 cart INK CARTRIDGE, EPSON (001), Cyan
5 cart INK CARTRIDGE, EPSON (001), Magenta

5 cart INK CARTRIDGE, EPSON (001), Yellow
 30 boxes Laminating Film 75mmx110mm
 40 pack STICKER PAPER, Matte
 40 pack PHOTO PAPER, Glossy
 12 bundle Retractable Ball Pen - Black
 12 bundle Retractable Ball Pen - Blue
 18 pack arrow sticky notes with "SIGN HERE" print
 4 ream Colored Paper, Letter Size, Yellow, 60GSM for Receiving Report
 4 ream Colored Paper, Letter Size, Green, 60GSM for Receiving Report
 4 ream Colored Paper, Letter Size, White, 60GSM for Receiving Report
 11 piece CLIP BOARD A5 SIZE
 40 piece CLIPBOARD W/ COVER, A4 self hanger
 40 piece CLIPBOARD W/ COVER, legal self hanger
 NOTE:
 Participating bidders "shall" submit samples/brochures of the item/s being
 quoted for testing, evaluation and acceptance by the end-user.
 *****nothing follows*****
 TOTAL

PLARIDEL WATER DISTRICT
 Plaridel, Bulacan
 BAC CHECKLIST

- 1) Participating bidders shall submit samples/brochures of the item/s being quoted for evaluation and acceptance of the end-user.
- 2) All payments will be deducted by TAX
Please check the following:
For Goods For Services
(VAT) (VAT)
5% BIR Form 2307 (FVAT) 5% BIR Form 2307 (FVAT)
1% BIR Form 2307 (WHT) 2% BIR Form 2307 (WHT)
(NON-VAT) (NON-VAT)
3% BIR Form 2307 (FVAT) 3% BIR Form 2307 (FVAT)
1% BIR Form 2307 (WHT) 2% BIR Form 2307 (WHT)
- 3) Subject to retention money equivalent to 5% of the contract price.
The retention money period will be released after the warranty period of three months or when the items are consumed whichever comes first
- 4) Brand/Model:
- 5) Delivery Period:
- 6) Warranty Period:
- 7) Price Validity:
- 8) Terms of Payment: 15 days 30 days Others
- 10) Mode of payment:
- 11) CHECK PAYABLE TO:
- 12) Company Name:
- 13) Company Address:
- 14) Contact person:
- 15) Contact Number:
- 16) Email Address:
- 17) Tin Number:
- 18) Certificate of Registration (BIR)
- 19) Warranty Certificate
- 20) Availability of Stocks items available as of (Date)

Created by Jim Benzon R. Talavera

Date Created 11/09/2025

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