



Republic of the Philippines  
**Metro Roxas Water District**  
MRWD Bldg., Km. 1, Roxas City 5800,  
Philippines  
Tel. # (036) 6210-737/ 6210-044/ 6215-474  
Telefax # (036) 6217-492

**BIDS AND AWARDS COMMITTEE**  
**INVITATION TO SUBMIT PRICE QUOTATIONS**  
**SHOPPING**  
**No. 006-2021**

The **METRO ROXAS WATER DISTRICT (MRWD)**, through its Bids and Awards Committee (BAC), invites Manufacturers/Suppliers/Distributors to submit Price Quotations for the hereunder project:

**Name of Project: SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES**

**Location: MRWD BLDG., KM. 1, ROXAS CITY**

**Brief Description: VARIOUS VARIOUS OFFICE SUPPLIES**

**Approved Budget for The Contract (ABC): P135,300.00**

**Source of Funds: MRWD CORPORATE BUDGET FOR FISCAL YEAR 2021**

**Mode of Procurement: SHOPPING**

**Delivery of Goods: WITHIN FIFTEEN (15) CALENDAR DAYS FROM RECEIPT OF PURCHASE ORDER**

**Payment Term: WITHIN THIRTY (30) CALENDAR DAYS AFTER INSPECTION AND ACCEPTANCE**

The schedule of activities is listed, as follows:

<i>Activities</i>	<i>Schedules</i>
1. Advertisement	February 6 to 9, 2021
2. Deadline for the submission of Price Quotations	February 10, 2021 at 12:00 Noon
3. Opening of Price Quotation, Evaluation, and Post Qualification	February 10, 2021 at 2:00 P.M.

Note:

1. MRWD shall deal only with legitimate supplier/s that issue BIR-registered official receipts, with valid Mayor's Permit and DTI Business Name Registration Permit or Security and Exchange Commission (SEC) Registration Certificate, whichever may be appropriate under existing laws of the Philippines.
2. Quoted prices shall be inclusive of Value Added Tax and shall be firm and valid for not less than (30) days from the date of receipt of quotation.
3. Purchase Order may be awarded to supplier with the lowest price quotation. Provided, however, MRWD reserves the right to post-qualify any supplier and/or to reject any or all submitted quotations.
4. Delivered item is subject for inspection and acceptance.
5. Payment processing to commence only after inspection and acceptance by the Property/Supply Officer and Inspectorate Team.
6. Any quotation submitted after the deadline shall automatically be rejected and will not be accepted.
7. Certification from the bidder stating the fact that it has no delinquent delivery to Metro Roxas Water District

The MRWD Bids and Awards Committee reserves the right to accept or reject any bids, to waive minor informality in the quotations received, declare a failure of small value procurement for any justified and reasonable grounds, and to award the contract to the bidder whose bid, as evaluated by the BAC is the most advantageous offer for the District.

All bidders are requested to download in the Philippine Government Electronic System (PhilGEPS) the invitation to bid and the bidding documents, in compliance with Section 37.1.6 of the Revised Implementing Rules and Regulations (IRR) of R.A. No. 9184 for the posting of Notice of Award.

  
**TERESITA A. DELOTAVO**  
BAC Chairperson

Address: **Metro Roxas Water District**  
MRWD Bldg., Km. 1, Roxas City, Capiz

Contact Person: **MARJORIE A. DELA CRUZ**  
Head- BAC Secretariat  
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METRO ROXAS WATER DISTRICT

Roxas City

REQUEST FOR QUOTATION

P.R. No. : 21-02-017 ✓

Date: \_\_\_\_\_

Supplier's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Approved Budget for the Contract ( A.B.C. ) : P135,300.00 ✓**

Stock No.	DESCRIPTION	Quantity	Unit	Brand Name	Unit Cost	Total
<b>Office Supplies</b>						
1	Battery "AA" ✓	300 ✓	pcs ✓			
2	Battery (Triple A) "AAA" ✓	100 ✓	pcs ✓			
3	Brown Envelope - Long ✓	200 ✓	pcs ✓			
4	Carbon Paper - Long (Blue) ✓	300 ✓	pcs ✓			
5	Correction Tape ✓	200 ✓	pcs ✓			
6	Coupon Bond Subs. 20 - Long ✓	100 ✓	rms ✓			
7	Coupon Bond Subs. 20 - Short ✓	100 ✓	rms ✓			
8	Coupon Bond Subs. 20 - A4 ✓	5 ✓	rms ✓			
9	Coupon Bond Subs. 16 - Short ✓	50 ✓	rms ✓			
10	Folder - Long ✓	500 ✓	pcs ✓			
11	Folder - Short ✓	500 ✓	pcs ✓			
12	Mailing Envelope (Long) (White) ✓	5,000 ✓	pcs ✓			
13	Masking Tape 1" ✓	200 ✓	rolls ✓			
14	Packing Tape 2" ✓	50 ✓	rolls ✓			
15	Paper Clip (small) ✓	100 ✓	bxes ✓			
16	Paper Fastener - Plastic (Long 70mm) ✓	10 ✓	bxes ✓			
17	Pentel Pen (Pilot) ✓	50 ✓	pcs ✓			
18	Record Book (150) Leaves ✓	400 ✓	pcs ✓			
19	Rubber Band ✓	100 ✓	bxes ✓			
20	Scotch Tape 1" ✓	100 ✓	rolls ✓			
21	Colored Marker Pen (50-Yellow; 25-Orange; 25-Light Green) ✓	100 ✓	pcs ✓			
22	Staple Wire (#35) ✓	50 ✓	bxes ✓			

Deadline of Submission: **February 10, 2021 @ 12nn** ✓

Place of Submission: **MRWD Bldg., KM-1, Roxas City**

Place of Delivery: **MRWD Bldg., KM-1, Roxas City, Capiz**

Delivery Period : **Within 15 Days upon receipt of P.O.**

Mode of Payment : **Within 30 Days after full delivery of goods.**

**Grand Total :** \_\_\_\_\_

**Note: 1. Price Quotation must be VAT inclusive.**

**2. Certification from the bidder stating the fact that it has no delinquent delivery to Metro Roxas Water District.**

**3. The BAC has the right to post-qualify and reject any bid with inferior specifications/quality..**

**4. Any Bid without/incomplete brand name of the product being offered shall be disqualified.**

Requested by:

Prices Quoted by:



**MS. TERESITA A. DELOTAVO**

Chairperson

Bids and Awards Committee

\_\_\_\_\_  
Supplier's signature over printed name

For inquiry please call the BAC Secretariat at Tel No. (036) 6210-044 local 125 / 6217-492  
or email us at marjorie.delacruz@metroroxaswd.gov.ph