



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**  
**SMALL VALUE PROCUREMENT**  
No. 074-2021

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:** PROCUREMENT OF SERVICES FOR TRAINING / WORKSHOP ON NEW ISO 19011-2018 GUIDELINES FOR AUDITING MANAGEMENT SYSTEM

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

**Brief Description:** TWO (2) DAYS SERVICES FOR TRAINING / WORKSHOP ON NEW ISO 19011-2018 GUIDELINES FOR AUDITING MANAGEMENT SYSTEM

**Approved Budget for The Contract (ABC):** P75,000.00

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

**Mode of Procurement:** SMALL VALUE

**Delivery of Goods:** WITHIN (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	October 18 to 21, 2021
2. Deadline for the submission of Price Quotations	October 22, 2021 at 12:00 Noon
3. Opening of Price Quotation, Evaluation, and Post Qualification	October 22, 2021 at 2:00 P.M.

Note:

- 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.
- 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.
- 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.
- Delivered item is subject for inspection and acceptance.
- Payment processing to commence only after inspection and acceptance by the Property/Supply Officer and Inspectorate Team.
- Any quotation submitted after the deadline shall automatically be rejected and will not be accepted.
- 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.

**(ORIGINALLY SIGNED)**  
**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  
Tel. No. 6210-737 or 6210-044 local 125  
TeleFax No. (036) 6217-492 or 6217-382  
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Place(s) of Publication: PhilGEPS and MRWD Website (<http://metroroxaswd.gov.ph>), and MRWD BAC Bulletin Board.

**MRWD Bids and Awards Committee**



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## REQUEST FOR QUOTATION

**Company Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
 \_\_\_\_\_  
**Tel. No.** \_\_\_\_\_  
**Fax No.** \_\_\_\_\_  
**Email Address:** \_\_\_\_\_

<b>PR No.:</b>	21-09-174
<b>Mode:</b>	Small Value 53.9
<b>APP Code</b>	753/5 02 02 010

Please quote your lowest government price for each of the following items specified below:

**Approved Budget for the Contract (A.B.C): P 75,000.00**

Item No.	Specifications	Quantity	Unit	Brand Name	Unit Cost	Total
	<p><b>2 Day-Training on New ISO 19011:2018 Guidelines for Auditing Management Systems</b></p> <p><b>Inclusion:</b>  <b>Day 1</b>            Introduction to Internal Auditing            Internal Audit Adequacy, Compliance and Effectiveness            Terms and Definitions            Changes between ISO 19011:2011 and the new ISO 19011:2018            Types of audit differences between audit types            Hierarchy of Audit Principles of Auditing            The three "P"s of auditing            Audit Risk Management Planning            Developing Audit Programs            ISO 19011:2018 Clause by clause discussion</p> <p><i>Clause 5 Managing an Audit Program</i>            Establishing Audit Program Objectives            Determining and Evaluating Audit Program Risk and Opportunities            Establishing the Audit Program Roles and Responsibilities of the individuals managing the audit            Competence of individuals managing the audit program            Establishing extent of audit program            Determining Audit Program Resources</p> <p><i>Clause 5.5 Implementing Audit Program</i>            Defining the objectives, scope and criteria for an individual audit            Selecting and determining audit methods            Selecting audit team members            Assigning responsibility for an individual audit to the audit team leader            Managing audit program results            Managing and maintaining audit program records            Monitoring audit program            Reviewing and improving audit program</p>	28				

<p>Question-Answer Session</p> <p style="text-align: center;"><b>***TAX INCLUSIVE***</b></p> <p><b>Day 2</b>  Conducting an Audit Using the New Auditing Guidelines</p> <p><i>Clause 6 Conducting an Audit</i>  Initiating Audit  Preparing audit activities  Conducting audit activities  Preparing and distributing audit report  Completing audit  Conducting audit follow-up</p> <p>Auditor Competence and Evaluation</p> <p>Other matters related to ISO 19011:2018 Guidelines for Auditing Management Systems</p> <p>Workshop:  Preparation of audit checklist  Audit report writing</p> <p>Question-Answer Session</p> <p>Training Materials (soft copy)  Certificate of Completion</p> <p style="text-align: center;"><b>***TAX INCLUSIVE***</b></p>					
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**GRAND TOTAL:** \_\_\_\_\_

Deadline of Submission: **October 22, 2021 @ 12:00nn**

Place of Submission: **MRWD Bldg., BAC Office, Km.1, Roxas City**

**INSTRUCTION TO BIDDERS:**

1. Bidder's must submit their **bids together with the following requirements;**

/	<b>Valid Mayor's/Business Permit 2021;</b>
/	<b>Valid PhilGEPS Registration Certificate/Number</b> (if applicable Pursuant to Appendix A of RA 9184);
/	<b>Income/Business Tax Return</b> (if applicable Pursuant to Appendix A of RA 9184);
/	<b>Certificate of BIR Registration;</b>
/	<b>Valid and Current SEC/DTI Certificate; and</b>
/	<b>Omnibus Sworn Statement</b> (if applicable Pursuant to Appendix A of RA 9184).

2. Bids/Quotation may be submitted in a sealed envelope, thru fax at **6217- 492** and email us at [bac.mrwd1976@gmail.com](mailto:bac.mrwd1976@gmail.com) or directly to the BAC Secretariat **on or before** the deadline of submission of bids.
3. DELIVERY PERIOD: **Within 15 Days upon receipt of P.O.** (Pls. State reason/justification if delivery cannot be made within the period herein stated); \_\_\_\_\_.
4. Terms of Payment: **Within 30 Days after full delivery of goods;**
5. Total price quoted above subject to withholding tax and payable check;
6. Place of Delivery: **MRWD Bldg., Km.1, Roxas City.**

**NOTE:**

1. Price Quotation must be VAT inclusive.
2. Certification form 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.

(Originally Signed)  
**MS. TERESITA A. DELOTAVO**  
Chairperson  
Bids and Awards Committee

\_\_\_\_\_  
Name of Bidder's Authorized Representative (Print Name)

\_\_\_\_\_  
Signature/Date

Canvassed By:  
**GIO CARLO DELFIN**