



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. 082-2022

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

**Place of Delivery/Services:** MRWD BLDG., KM. 1, ROXAS CITY

**Brief Description:**VARIOUS OFFICE SUPPLIES

**Mode of Procurement:**SHOPPING 52.1 b

**Approved Budget for The Contract (ABC):** P98,350.00

**Source of Funds:** MRWD CORPORATE BUDGET FOR FISCAL YEAR 2022

**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	August 24 to 29, 2022
2. Deadline for the submission of Price Quotations	August 30, 2022 at 12:00 Noon
3. Opening of Price Quotation, Evaluation, and Post Qualification	August 30, 2022 at 2:00 P.M.

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 formality 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  
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Place(s) of Publication: PhilGEPS and MRWD Website (<http://metroroxaswd.gov.ph>), and MRWD BAC Bulletin Board.



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## REQUEST FOR QUOTATION

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

<b>PR No.:</b>	22-08-188
<b>Mode:</b>	Shopping 52.1 (b)
<b>APP Code</b>	755-A/5 02 03 010 A

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

**Approved Budget for the Contract (A.B.C): ₱98,350.00**

Item No.	Specifications	Quantity	Unit	Brand Name	Unit Cost	Total
	<b>Office Supplies</b>					
1	Ballpen Smooth 0.5mm (400 – Black, 200-Blue)	600	pcs			
2	Battery “AA”	50	pcs			
3	Battery (Triple A) “AAA”	100	pcs			
4	Brown Envelope – Long	300	pcs			
5	Correction Tape	100	pcs			
6	Coupon Bond Subs. 20 – Long	100	rms			
7	Coupon Bond Subs. 20 – Long	100	rms			
8	Coupon Bond Subs. 20 – A4	50	rms			
9	Coupon Bond Subs. 20 – A4 (Light Blue)	5	rms			
10	Coupon Bond Subs. 16 Short	50	rms			
11	Folder – Long	1,000	Pcs			
12	Folder – Short	200	Pcs			
13	Packing Tape	50	Roll			
14	Rubber Band	50	box			
	***Nothing Follows***					

**GRAND TOTAL:** \_\_\_\_\_

Deadline of Submission: **August 30, 2022@ 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 2022;</b>
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/	<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) / [marjorie.delacruz@metroroxaswd.gov.ph](mailto:marjorie.delacruz@metroroxaswd.gov.ph) 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

(Originally Signed)  
Canvassed By:  
**GIO CARLO DELFIN**