



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. 022-2023

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**

Brief Description: **VARIOUS OFFICE SUPPLIES**

Approved Budget for The Contract (ABC): **P93,750.00**

Source of Funds: **MRWD CORPORATE BUDGET FOR FISCAL YEAR 2023**

Mode of Procurement: **SHOPPING 52.1b**

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

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

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 16-19, 2023
2. Deadline for the submission of Price Quotations	February 20, 2023 at 12:00 Noon
3. Opening of Price Quotation, Evaluation, and Post Qualification	February 20, 2023 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.

(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
Email Address: marjorie.delacruz@metroroxaswd.gov.ph

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: _____

PR No.:	23-02-039
Mode:	Shopping 52.1 (b)
APP Code	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): **₱93,750.00**

Item No.	Specifications	Quantity	Unit	Brand Name	Unit Cost	Total
OFFICE SUPPLIES						
1	Adding Machine Tape (57mm)	50	Rolls			
2	Ballpen Smooth (0.7mm – 300pcs) (0.5mm – 300pcs) (Black)	600	Pcs			
3	Battery “AA”	100	Pcs			
4	Carbon Paper	200	Pcs			
5	Coupon Bond Subs. 20 – Long	150	Rms			
6	Coupon Bond Subs. 20 – A4	100	Rms			
7	Coupon Bond Subs. 16 – Short	50	Rms			
8	Folder – Long	100	Pcs			
9	Masking Tape 1”	50	Rolls			
10	Pentel Pen (Broad)	50	Pcs			
11	Pilot Refill Ink (Black)	10	Btls			
12	Scotch Tape 1”	100	rolls			
	Nothing Follows					

GRAND TOTAL: _____

Deadline of Submission: **February 20, 2023@ 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;**

/	Valid Mayor's/Business Permit 2023;
/	Valid PhilGEPS Registration Certificate/Number (if applicable Pursuant to Appendix A of RA 9184);
	Income/Business Tax Return (if applicable Pursuant to Appendix A of RA 9184);
/	Certificate of BIR Registration;

/	Valid and Current SEC/DTI Certificate; and
	Omnibus Sworn Statement (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 marjorie.delacruz@metroroxaswd.gov.ph **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