



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. **006-2024**

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):** PhP134,200.00  
**Source of Funds:** MRWD CORPORATE BUDGET FOR FISCAL YEAR 2024  
**Mode of Procurement:** SHOPPING 52.1 b  
**Delivery of Goods/Services:** WITHIN FIFTEEN (15) CALENDAR DAYS UPON 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	January 22 to 28, 2024
2. Deadline for the submission of Price Quotations	January 29, 2024 at 12:00 Noon
3. Opening of Price Quotation, Evaluation, and Post Qualification	January 29, 2024 at 2:00 PM

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 MRWD Inspectorate Team, Head of Property and Material Management Division or its duly Authorized Representative, Internal Control Officer and Requesting Unit Representative.
- 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)**  
**ENGR. LIZALYN B. BAYLON**  
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](mailto:marjorie.delacruz@metroroxaswd.gov.ph)  
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>	24-01-010
<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): **P134,200.00**

Item No.	Specifications	Quantity	Unit	Brand Name	Unit Cost	Total
	<b>SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES</b>					
1	Adding Machine Tape #57	20	Rolls			
2	Ballpen Smooth (0.7mm-300pcs) (0.5mm-300pcs) (Black)	600	Pcs			
3	Battery "AA"	150	Pcs			
4	Battery "AAA"	50	Pcs			
5	Brown Envelope – Long	300	Pcs			
6	Brown Envelope – Short	300	Pcs			
7	Carbon Paper (Blue) (100pcs/pack)	2	Pack			
8	Correction Tape (5mm x 8m)	100	Pcs			
9	Coupon Bond Subs. 20 – Long	100	Rms			
10	Coupon Bond Subs. 20 – A4	200	Rms			
11	Coupon Bond Subs. 16 – Short	70	Rms			
12	Folder – Long	300	Pcs			
13	Folder – Short	100	Pcs			
14	Masking Tape 1"	50	Rolls			
15	Packing Tape (Brown) 2"	50	Rolls			
16	Paper Clip (Small – 33mm)	50	Box			
17	Pentel Pen (Fine – 25pcs) (Broad – 25pcs)	50	Pcs			
18	Scotch Tape 1"	50	Rolls			
19	Stabilo Marker (Yellow)	50	Pcs			
20	Copper Staple Wire (#35)	50	box			
	***NOTHING FOLLOWS***					

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

Deadline of Submission: **January 29, 2024 @ 12:00 NN**

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 2024;</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 [marjorie.delacruz@metroroxaswd.gov.ph](mailto:marjorie.delacruz@metroroxaswd.gov.ph) **on or before** the deadline of submission of bids.

3. DELIVERY PERIOD: **Within 15 Day 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;

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)**  
**ENGR. LIZALYN B. BAYLON**

Chairperson  
Bids and Awards Committee

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

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

Canvassed By:

**(Originally Signed)**  
**GIO CARLO DELFIN**