



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**  
**NP-SMALL VALUE PROCUREMENT**  
**No. 034-2024**

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:** ENGAGEMENT OF CATERING SERVICES FOR ISO AUDIT MANAGEMENT SYSTEM TRAINING ON MARCH 5-6, 2024 FOR 40 PAX PER DAY FOR TWO (2) DAYS  
**Brief Description:** CATERING SERVICES FOR ISO AUDIT MANAGEMENT SYSTEM TRAINING ON MARCH 5-6, 2024 FOR 40 PAX PER DAY FOR TWO (2) DAYS  
**Approved Budget for The Contract (ABC):** P70,400.00  
**Source of Funds:** MRWD CORPORATE BUDGET FOR FISCAL YEAR 2024  
**Mode of Procurement:** NP- SMALL VALUE PROCUREMENT 53.9  
**Delivery of Goods/Services:** MARCH 5-6, 2024  
**Place of Delivery/Services:** MRWD WATER TREATMENT PLANT TRAINING CENTER, SALOCON, PANIT AN, CAPIZ  
**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 21 to 26, 2024
2. Deadline for the submission of Price Quotations	February 27, 2024 at 12:00 Noon
3. Opening of Price Quotation, Evaluation, and Post Qualification	February 27, 2024 at 2:00PM.

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 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>	24-02-054
<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): **₱70,400.00**

Item No.	Specifications	Quantity	Unit	Brand Name	Unit Cost	Total
1	<b>PROCUREMENT OF CATERING SERVICES FOR 2-DAY ISO AUDIT MANAGEMENT SYSTEM TRAINING ON MARCH 5-6, 2024</b>	<b>80</b> (40 PAX @ 2 DAYS)	lot			
	DAILY SERVICES COVERED:					
	*Free Flowing Coffee					
	*Snacks - AM & PM (Sandwich/Pasta) with drinks					
	*Lunch - 3 Main course (Combination of Fish, Seafood, Chicken, Beef, Pork and Vegetables) with drinks, dessert appetizer and rice					
	*Foods will be delivered and served at the Water Treatment Plant (WTP) Training Center, Salocan, Panitan Capiz.					
	<b>NOTE: Catering Service - Preferably within Roxas City</b>					
	***Nothing Follows***					

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

Deadline of Submission: **February 27, 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>Certified true copy of Mayor's/Business Permit 2024;</b>
/	<b>Valid PhilGEPS Registration Certificate/Number (if applicable Pursuant to Appendix A of RA 9184);</b>
	<b>Certified true copy of Income/Business Tax Return (if applicable Pursuant to Appendix A of RA 9184);</b>
/	<b>Certified true copy of BIR Registration Certificate;</b>
/	<b>Certified true copy of Valid and Current SEC/DTI Certificate; and</b>
/	<b>Omnibus Sworn Statement (if applicable Pursuant to Appendix A of RA 9184).</b>

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: **March 5-6, 2024** (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.
5. Payment shall be made only upon submission of the above-mentioned documents.

**(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**