

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

**N.P. -SMALL VALUE** 

No. <u>059-2024</u>

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 SERVICES FOR LEGAL COUNSEL (APRIL 1, 2024 TO MARCH 31, 2025) Brief Description: ENGAGEMENT OF SERVICES FOR LEGAL COUNSEL (APRIL 1, 2024 TO MARCH 31, 2025) Approved Budget for The Contract (ABC):PhP240,000.00 Source of Funds: <u>MRWD CORPORATE BUDGET FOR FISCAL YEAR 2024</u> Mode of Procurement: <u>SMALL VALUE 53.9</u> Delivery of Goods/Services: <u>WITHIN TWO (2) CALENDAR DAYS UPON RECEIPT OF PURCHASE ORDER</u> Place of Delivery/Services: <u>MRWD BLDG. KM. 1, ROXAS CITY</u> Payment Term: <u>EVERY FIRST (IST) WEEK OF THE MONTH</u>

The schedule of activities is listed, as follows:

| Activities  | Schedules                    |
|---|------------------------------|
| 1. Advertisement  | March 20 -24, 2024           |
| 2.Deadline for the submission of Price Quotations                 | March 25, 2024 at 12:00 Noon |
| 3. Opening of Price Quotation, Evaluation, and Post Qualification | March 25, 2024 at 2:00 PM    |

Note:

- 1. MRWD shall deal only with legitimate supplier/s that issue BIR-registered official receipts, with valid Mayor's Permit and DTI Certificate of Business Name Registration or Security and Exchane 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 MRWD Inspectorate Team, Head of Property and Material Management Division or its duly Authorized Representative, Internal Control Officer and Requesting Unit Representative.
- 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 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<br/>MRWD Bldg., Km. 1, Roxas City, CapizContact Person:MARJORIE A. DELA CRUZ<br/>Head- BAC Secretariat<br/>Tel. No. 6210-737 or 6210-044 local 125<br/>TeleFax No. (036) 6217-492 or 6217-382<br/>Email Address:<br/>marjorie.delacruz@metroroxaswd.gov.ph<br/>Place(s) of Publication:<br/>PhilGEPS and MRWD Website (http://metroroxaswd.gov.ph), and MRWD BAC Bulletin<br/>Board.



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## **REQUEST FOR QUOTATION**

|                | PR No.:  | 24-03-118              |
|----------------|----------|------------------------|
| Company Name:  | Mode:    | N.P – Small Value 53.9 |
| Address:       | APP Code | 5 02 11 010            |
| Tel. No        |          |                        |
| Fax No         |          |                        |
| Email Address: |          |                        |

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

#### Approved Budget for the Contract (A.B.C): P240,000.00

| Item<br>No. | Specifications  | Quantity | Unit | Brand<br>Name | Unit<br>Cost | Total |
|-------------|---|----------|------|---------------|--------------|-------|
|             | ENGAGEMENT OF SERVICES OF LEGAL COUNSEL (APRIL 1, 2024 to MARCH 31, 2025) | 1        | Lot  |               |              |       |
|             | (Please see Attached Request for Proposal/Terms of Reference (TOR)        |          |      |               |              |       |
|             | ***NOTHING FOLLOWS***   |          |      |               |              |       |

GRAND TOTAL:

Deadline of Submission: <u>March 25, 2024 @ 12:00 NN</u> Place of Submission: <u>MRWD Bldg., BAC Office, Km.1, Roxas City</u> Opening of Price Quotation, Evaluation, and Post-Qualification: <u>March 25, 2024 @ 2:00 PM</u>

#### **INSTRUCTION TO BIDDERS:**

| 1 | 1. | Bidder's must submit their <b>bids together with the following requirements</b> ;          |
|---|----|--|
| 1 |    | Certified True Copy of Mayor's/Business Permit 2024;                                       |
| 1 |    | Valid PhilGEPS Registration Certificate/Number (if applicable Pursuant to Appendix A of RA |
|   |    | 9184);   |
|   |    | Certified True Copy of Income/Business Tax Return (if applicable Pursuant to Appendix A of |
|   |    | RA 9184 <b>);</b>  |
| 1 |    | Certified True Copy of BIR Registration Certificate;                                       |
| 1 |    | Certified True Copy of Valid and Current SEC/DTI Certificate; and                          |
| 1 |    | 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 <u>1</u>Calendar Day upon receipt of P.O. (Pls. State

reason/justification if delivery cannot be made within the period herein stated);

- 4. Terms of Payment: Every 1st week of the Month;
- 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