

REQUEST FOR QUOTATION
PROCUREMENT OF PUBLICATION (PRINTING SERVICES) OF THE ANNUAL REPORT FOR CY 2018
(CONTRACT NO. P5-2018AR)

1. The MWSS Corporate Office through its Bids and Awards Committee (BAC) invites qualified suppliers to submit a price quotation, with the total Approved Budget for the Contract (ABC) at Three Hundred Thousand Pesos (P300,000.00) including government taxes and other related charges for the Procurement of Publication (Printing Services) of the Annual Report for CY 2018 (Contract No. P5-2018AR), with the following details:

Name of Project	Publication (Printing Services) of the Annual Report for CY 2018
Contract No.	PA-2018AR
Terms of Reference	See Annex "A"
Technical Specifications	<p>Size – 8.5" x 11" (Folded)</p> <p>Cover Page - C25 220 lbs matte laminated</p> <p>Inside Page - 100 lbs matte</p> <p>Color - Full</p> <p>Finish - Perfect Binding</p> <p>Page including cover - 126 pages (more or less)</p> <p>Layout and Design - Maximum of two (2) revisions in accordance with the indicative time schedule (1st draft to be submitted within 15 calendar days from submission of contents of the Annual Report by MWSS; 2nd and 3rd drafts (if needed), to be submitted within 15 calendar days from the return of the reviewed draft by MWSS.)</p> <p>Printing - 22 calendar days from approval of final layout and design of the 2018 Annual Report.</p>
Approved Budget for the Contract	Three Hundred Thousand Pesos (Php300,000.00)
Funding Source	2019 MWSS Corporate Fund
Delivery Site	MWSS Corporate Office, 4 th Floor, MWSS Administration Bldg. MWSS Complex, 489 Katipunan Avenue, Balara, Quezon City

2. All particulars relative to this procurement shall be conducted in accordance with the Revised IRR of RA 9184.
3. The price quotation shall be denominated in Philippine Peso, inclusive of all taxes to be paid by the MWSS if the contract is awarded in accordance with the payment schedule stated in the Terms of Reference.

4. Quotations must be delivered on or before 1:00 PM on 30 April 2019 to the address below:

LEONOR C. CLEOFAS, CESO IV
Chairperson, Bids and Awards Committee
4th Floor, Administration Building, MWSS Complex
489 Katipunan Avenue, Balara, Quezon City

5. The proposal shall be duly signed by the authorized representative and shall contain the following documents:
- Mayor's/Business Permit
 - PhilGEPS Registration Number
 - Omnibus Sworn Statement
6. For further information, please contact Mr. Ronald Abrigo/Jun Espejo at telephone numbers 433-3987 / 920-5521 local 107.
7. MWSS CO reserves the right to accept or reject any quotation; to amend the bidding process and reject all quotations at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders; to waive any minor defects or infirmities therein; and to accept such quotation as may be considered advantageous to the government.

LEONOR C. CLEOFAS, CESO IV
Chairperson, Bids and Awards Committee

