



REQUEST FOR QUOTATION (RFQ)
CONTRACT FOR THE DELIVERY OF FIVE (5) DOCUMENT SCANNER UNITS

1. The **Metropolitan Waterworks and Sewerage System (MWSS)** through its Bids and Awards Committee will undertake procurement of "**Contract for the Delivery of Five (5) Document Scanner Units**" in accordance with Section 53.9, Small Value Procurement, of the Revised Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 9184 and GPPB Circular 09-2009. The details of the project are the following:
 - a. Name of Project: Procurement of Document Scanner
 - b. Terms of Reference (Annex "A")
 - Technical Specifications
 - Approved Budget Cost (ABC): **Php 200,000.00**
 - Funding Source: MWSS 2018 Corporate Fund
 - c. Delivery Site: MWSS Corporate Office, 4th Floor, MWSS Administration Building, Katipunan Road, Balara, Quezon City
2. Submit your quotation in a sealed envelope to the MWSS – BAC Secretariat on or before **November 23, 2018 Friday, 1:00 PM**, at the 4th Floor, MWSS Administration Building, Katipunan Road, Balara, Quezon City.
3. All quotation/s, to be denominated in Philippine peso, shall be inclusive of the applicable taxes, duties, and/or levies payable, and shall be valid for a period of ninety (90) calendar days from the deadline of submission of quotations. Quotations exceeding the ABC shall be rejected.
4. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the Contractor or his/her duly authorized representative/s.
5. The project shall be awarded to the proponent determined to have submitted the complete and lowest quotation which complies with the technical specifications, and other terms and conditions stated herein. The BAC-TWG shall have the right to inspect the venue and/or test the goods to confirm their conformity to the technical specifications.
6. MWSS BAC reserves the right to reject any or all quotations at any time prior to award of the project without thereby incurring any liability to the affected proponents and to waive any minor defects therein, and to accept quotation as may be considered advantageous to the government.



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METROPOLITAN WATERWORKS AND SEWERAGE SYSTEM
CORPORATE OFFICE

7. The prospective bidder shall submit a certified true copy of the following documents, to wit:
 - a) Mayor's/Business Permit for the current year
 - b) PhilGEPS Registration Number
 - c) Income and Business Tax Returns
 - d) Omnibus Sworn Statement
 - e) Quotation Form
 - f) Technical Specifications
8. Your prices must be quoted in Philippine Peso and must include the unit price and total price, inclusive of 12% VAT and all taxes and duties to be paid and the other incidental cost to the delivery site if the contract is awarded.
9. The delivery period shall be within ten (10) calendar days from the receipt of the Notice to Proceed (NTP). The supplier should inform MWSS-CO at least three (3) days before the date of delivery. The delivery will be made only during working days and hours.
10. Quotations must be delivered at the address below not later than 23 November 2018 (until 1:00 PM, Philippine Standard Time)

ATTY. ANABELLA S. ALTUNA

Chairperson, BAC Secretariat

Operations Support Department

4th Floor, Administration Building, MWSS Complex

489 Katipunan Avenue, Balara, Quezon City

Telefax: (632) 928-2252

Tel. No. 920-5221 loc 106/107

Handwritten signatures and initials in the bottom right corner.