



Republic of the Philippines  
**METROPOLITAN WATERWORKS AND SEWERAGE  
SYSTEM**



AJA18-0185

**REQUEST FOR QUOTATION(RFQ)**  
**SUPPLY AND DELIVERY OF LAPTOPS FOR THE SITE OPERATIONS  
MANAGEMENT DEPARTMENT (SOMD), FIELD OPERATIONS MANAGEMENT  
DEPARTMENT (FOMD), AND POLICY, PLANNING, AND PUBLIC RELATIONS  
DEPARTMENT (PPPRD)**  
**CONTRACT NO. MWSS-2021-  
DCL**

1. The **Metropolitan Waterworks and Sewerage System-Corporate Office (MWSS-CO)** through its Bids and Awards Committee (BAC) will undertake the Supply and Delivery of Laptop for the MWSS Site Operations Management Department (SOMD), Field Operations Management Department, and Public Relations Department.
2. The MWSS-CO hereinafter referred to as the "the Procuring Entity" now request you to submit price quotation for the procurement of the abovementioned project, as specified in the **Terms of Reference (TOR)** provided in the **Annex "A"** as attached.
3. All items listed in the specifications as stated in the **TOR** must be complied on a pass/fail basis. Failure to meet any of the requirements may result to the rejection of the quotation.
4. The **Approved Budget for the Contract (ABC)** is **NINE HUNDRED FIFTY THOUSAND PESOS ONLY (PHP 950,000.00)** in Philippine Currency inclusive of Twelve Percent (12%) VAT. Quotation submitted higher than the ABC shall be automatically rejected.
5. The award shall be given to the lowest/single calculated responsive quotation as evaluated and determined by the BAC.
6. Quotations must be delivered at the address below not later than **26 October 2021 (until 4:00 P.M., Philippine Standard Time)**.

*Online submissions shall be rejected. Kindly submit your documents in a properly sealed envelope to the address below. You may utilize courier services. MWSS shall not be held liable for late submission and/or damages incurred of the quotation submitted through courier services.*

**The Chairperson**

MWSS-CO Bids and Awards Committee  
Metropolitan Waterworks and Sewerage  
System  
4<sup>th</sup> Floor, Administration Building, MWSS  
Complex, Katipunan Road, Balara, Quezon City  
Telefax Number: (632) 928-2252  
Tel. No. 920-5521 loc. 106 /107

7. 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 other incidental cost to the delivery site/s if the contract is awarded.
8. The items shall be subjected to inspection by the Final Inspection and Acceptance

Committee. Items must conform with the minimum specifications stipulated in the attached TOR. Full payment shall be made after all the items delivered have passed the validation of the aforementioned committee.

9. The MWSS-CO reserves the right to accept or reject any quotation, and to annul the procurement process or reject all quotations at any time prior to contract award, without thereby incurring any liability to the affected firm/s. The MWSS-CO reserves the right to waive minor deviations/defects or infirmities therein. A minor deviation/defect or infirmity is one that does not materially affect the overall performance and functionally of the equipment and the capability of the supplier to perform the contract.
10. The prospective supplier shall submit the following:
  - a) Quotation Form (see **Annex B**)
  - b) Mayor's/Business Permit
  - c) Proof of PhilGEPS Registration
  - d) Latest Income/Business Tax Return
  - e) Duly Notarized Omnibus Sworn Statement (see **Annex C**), and if applicable, together with Special Power of Attorney (see **Annex D**) or Secretary's Certificate (see **Annex E**).

  
\_\_\_\_\_  
**JOSE D. DORADO, JR.**  
Chairperson, MWSS-CO  
Bids and Awards Committee *J.D.*