



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



**REQUEST FOR QUOTATION(RFQ)**  
**SUPPLY AND DELIVERY OF CORPORATE TOKENS AND MEMENTOS**  
**CONTRACT NO. MWSS-2021-CTM**

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 Corporate Tokens and Mementos.
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 bid.
4. Partial Quotations are allowed. Suppliers may have the option of submitting a proposal for any or all items. Evaluation and contract award shall be undertaken on a per item basis.
5. The **Approved Budget for the Contract (ABC)** per item in Philippine Currency inclusive of Twelve Percent (12%) VAT is as follows:

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>APPROVED BUDGET FOR CONTRACT (ABC)</b>
1	Corporate Jacket	TWO HUNDRED FIFTY-SEVEN THOUSAND TWO HUNDRED FIFTY PESOS ONLY (PHP 257,250.00)
2	Umbrella – Golf Type	EIGHTY-EIGHT THOUSAND TWO HUNDRED PESOS ONLY (PHP 88,200.00)
3	Umbrella – J Type	NINETY-ONE THOUSAND EIGHT HUNDRED SEVENTY-FIVE PESOS ONLY (PHP 91,875.00)
4	Workstation Vacuum Thermo Flask	SEVENTY-FIVE THOUSAND SIX HUNDRED PESOS ONLY (PHP 75,600.00)
5	Bamboo Tumbler	SIXTY-ONE THOUSAND FOUR HUNDRED TWENTY-FIVE PESOS ONLY (PHP 61,425.00)
6	Full Engraved Round Pallet Clock	SEVENTY-SEVEN THOUSAND ONE HUNDRED SEVENTY-FIVE PESOS ONLY (PHP 77,175.00)
7	Spiral Kraft Notebook with Pen	ELEVEN THOUSAND FIVE HUNDRED FIFTY PESOS ONLY (PHP 11,550.00)

Quotation submitted higher than the ABC shall be automatically rejected.

6. The award shall be given to the lowest/single calculated responsive quotation per item as evaluated and determined by the BAC.
7. Quotations must be delivered at the address below not later than **15 October 2021 (until 4:00 P.M., Philippine Standard Time)**.

*Online submissions shall be rejected. Kindly submit your documents in a properly sealed envelope*

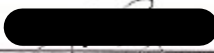
to the address below. You may utilize courier services. MWSS shall not be held liable for late submission and/or damages incurred of the bid submitted through courier services.

**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

8. 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.
9. 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.
10. The MWSS-CO reserves the right to accept or reject any quotation, and to annul the bidding/shopping process or reject all quotations at any time prior to contract award, without thereby incurring any liability to the affected bidder/bidders. 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 functionality of the equipment and the capability of the supplier to perform the contract.
11. The prospective suppliers 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**).

\* For individuals engaged under Section 53.9, only the BIR Certificate of Registration shall be submitted in lieu of Mayor's Permit.

  
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JOSE D. DORADO, JR.  
Chairperson, MWSS-CO  
Bids and Awards Committee

