



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 bid.
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 bid as evaluated and determined by the BAC.
6. Quotations must be delivered at the address below not later than **27 September 2021 (until 1:00 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
4th Floor, Administration Building, MWSS Complex,
Katipunan Road, Balara, Quezon City
Telefax Number: (632) 928-2252
Tel. No. 920-5521 loc. 106 /107

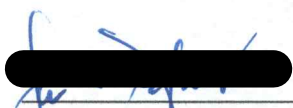
7. Prices must be quoted in Philippine Peso and must include the unit price and total price, inclusive of 12% VAT and all taxes and duties to be paid and other incidental cost to the delivery site/s if the contract is awarded.
8. The items shall be subjected to inspection by the Final Inspection and 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 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.

10. The prospective bidder 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 *JD*