



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



**REQUEST FOR QUOTATION (RFQ)**

**PROCUREMENT FOR THE PUBLICATION (PRINTING SERVICES)  
OF THE MWSS DATABOOK  
CONTRACT NO. MWSS-2021-PMD**

1. The **Metropolitan Waterworks and Sewerage System-Corporate Office (MWSS-CO)** through its Bids and Awards Committee (BAC) will undertake the Procurement for the Publication (Printing Services) of the MWSS Databook.
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 **ONE HUNDRED THIRTY THOUSAND PESOS ONLY (PhP 130,000.00)** 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 May 2021 (until 3:00 P.M., Philippine Standard Time)**.

**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 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.

9. The prospective bidder shall submit the following:

- a) Quotation Form
- b) Mayor's/Business Permit
- c) Proof of PhilGEPS Registration
- d) Income/Business Tax Return
- e) Notarized Omnibus Sworn Statement

(Original Signed)

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**LEONOR C. CLEOFAS**  
Chairperson, MWSS-CO  
Bids and Awards Committee

**TERMS OF REFERENCE****PROCUREMENT FOR THE PUBLICATION (PRINTING SERVICES) OF THE  
MWSS DATABOOK  
Contract No. MWSS-2021-PMD****A. OBJECTIVES**

The Metropolitan Waterworks and Sewerage System – Corporate Office' (MWSS – CO) Databook is an essential document that provides its readers of the latest information on MWSS, proposed and ongoing water supply projects, and water and wastewater treatment facilities.

**B. MODE OF PROCUREMENT**

The mode of procurement shall be small value as prescribed under Section 53.9 and Annex "H" of the 2016 Revised Implementing Rules and Regulations (RIRR) of Republic Act No. 9184, otherwise known as the Government Procurement Reform Act.

**C. MINIMUM TECHNICAL SPECIFICATIONS**

Size:	A4 (Folded)
Cover Page:	C25 220 lbs matte laminated
Inside Page:	100 lbs matte
Color:	Full
Finish:	Perfect Binding
Page including cover:	MWSS Databook, 70 pages (more or less)
Layout and design:	Maximum of three (3) revisions in accordance with the indicative time schedule (1 <sup>st</sup> draft to be submitted within 15 calendar days from submission of contents of the Annual Report by MWSS; 2 <sup>nd</sup> and 3 <sup>rd</sup> drafts (if needed), to be submitted within 15 calendar days from the return of the reviewed draft by MWSS.
Printing:	22 calendar days from approval of final layout and design of the MWSS Databook

**D. DELIVERABLES**

1. Layout and design of the MWSS Databook
2. Printed MWSS Databook Report according to the required specifications and design approved by MWSS
3. Eighty (80) reproduced copies

**E. PAYMENT SCHEME**

First payment amounting to 50% of the Contract Price shall be made not later than fifteen (15) days upon submission by MWSS of the final layout and design of the MWSS Databook ready for mass printing.

Second payment amounting to the next 50% of the Contract Price shall be made upon the issuance of end user of the Certificate of Inspection, Acceptance and Completion of the delivery of the all the copies of the 2019 Annual Report.

**F. OTHER DOCUMENTS REQUIRED FOR AWARDING OF CONTRACT**

1. Proof of PHILGEPS Registration Number (1 Certified True Photocopy);
2. DTI or SEC Registration, Mayor's Business Permit (1 Certified True Photocopy);
3. Latest Income/Business Tax Return (1 Certified True Photocopy)
4. Notarized Omnibus Sworn Statement.

**Prepared by:**

**TECHNICAL WORKING GROUP (TWG)**

(original signed)  
**JEFFRIC JOHN B. DELA PAZ**  
Member

(original signed)  
**ATTY. PORTIA LEAH N. LAYNO**  
Member

(original signed)  
**CONRAD MATTHEW F. SORIANO**  
Member

(original signed)  
**ISABEL V. BAGAPORO**  
End-User, Provisional Member

(original signed)  
**PATRICK JAMES B. DIZON**  
Vice-Chairperson

(original signed)  
**BYRON A. CARBON**  
Chairperson