



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



REQUEST FOR QUOTATION (RFQ)

Contract No. MWSS-2021-CP

PROCUREMENT FOR THE SUPPLY AND DELIVERY OF A4 COPY PAPER

1. The **Metropolitan Waterworks and Sewerage System-Corporate Office (MWSS-CO)** through its Bids and Awards Committee (BAC) will undertake the Procurement for the Supply and Delivery of A4 Copy Paper.
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 hereunder:

Item Description	Unit	Quantity
<ul style="list-style-type: none">• A4 size• 80 gsm• 500 pcs per ream	Ream	1,000

3. All items listed in the above specifications must be complied on a pass/fail basis. Failure to meet any one of the requirements may result to rejection.
4. The mode/method of procurement shall be in accordance with Section 52.1 (b) (Shopping of the IRR of RA 9184).
5. The **Approved Budget for the Contract (ABC)** is **TWO HUNDRED TEN THOUSAND PESOS ONLY (PhP 210,000.00)** in Philippine Currency inclusive of Twelve Percent (12%) VAT. Quotation submitted higher than the ABC shall be automatically rejected.
6. The award shall be given to the lowest/single calculated and responsive quotation as evaluated and determined by the BAC.
7. Quotations must be delivered at the address below not later than **11 June 2021 (until 5:00 P.M., Philippine Standard Time)**. Please note that we do not accept online submissions. Quotations may also be delivered through couriers.

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

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 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
- b) Mayor's/Business Permit
- c) Proof of PhilGEPS Registration



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

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