



REQUEST FOR QUOTATION
PROCUREMENT OF SUPPLY AND DELIVERY OF POLO-SHIRTS

The MWSS Corporate Office through its Bids and Awards Committee (BAC) invites qualified suppliers to submit a price quotation, with the total Approved Budget for the Contract (ABC) at One Hundred Twenty Thousand Pesos (P120,000) including government taxes and other related charges for the Procurement of SUPPLY AND DELIVERY OF POLO-SHIRTS for the event entitled: “Recognition and Pledging of Stakeholders for the Annual Million Trees Challenge” as part of the continuous celebration of MWSS 140th Anniversary, described below:

Quantity	300 pcs POLO SHIRT of various sizes
Material	Dri-Fit Polyester with collar – one tone color
Sleeves	Hemmed
Print	<p>Silkscreen Print of the following:</p> <p>1) AMTC Logo - 10cm height x 15cm width at the left breast area of front shirt:</p> <div style="text-align: center;">  </div> <p>2) MWSS Logo (3cm x 3cm) at the back with print “MWSS Corporate Office (1cm in height)”</p> <div style="text-align: center;">  <p>MWSS Corporate Office</p> </div>

1. All particulars relative to this procurement shall be conducted in accordance with the Revised IRR of RA 9184.
2. The price quotation shall be inclusive of all taxes to be paid by the MWSS if the contract is awarded.

3. The Approved Budget for the Contract (ABC) as stated above is One Hundred Twenty Thousand Pesos (P120,000.00) for the supply and delivery of 300 pieces Polo-Shirts.
4. All interested bidders must submit sample of their polo-shirts made of the materials/fabrics mentioned in the Terms of Reference. Non-submission of a sample shall be ground for disqualification of bid.
5. Quotations must be delivered on or before 1:00 PM on 18 July 2018 to the address below:

ATTY. MARRIANNE G. REGINALDO

Chairman, BAC Secretariat
Office of the Administrator
4th Floor, Administration Building, MWSS Complex
489 Katipunan Avenue, Balara, Quezon City

6. The proposal shall be duly signed by the authorized representative and shall contain the following documents:
 - a. Mayor's/Business Permit
 - b. PhilGEPS Registration Number
 - c. Omnibus Sworn Statement
7. Partial delivery of 200 pcs shall be on 26 July 2018 at the Office of the Planning, Policy, and Public Relations Department of MWSS and the remaining 100 shall be delivered on 02 August 2018.
8. MWSS-CO reserves the right to accept or reject any quotation; to annul the bidding process and reject all quotations at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders; to waive any minor defects or infirmities therein; and to accept such quotation as may be considered advantageous to the government.


ATTY. MARRIANNE G. REGINALDO
Chairman, BAC Secretariat

PRICE QUOTATION FORM

DATE: _____

ATTY. MARRIANNE G. REGINALDO

Chairman, BAC Secretariat
Office of the Administrator
4th Floor, Administration Building, MWSS Complex
489 Katipunan Avenue, Balara, Quezon City

Dear Atty. Reginaldo:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation for the items as follows:

DESCRIPTION	SPECIFICATIONS	QTY	UNIT PRICE	TOTAL PRICE

Amount in Words: _____ (Php _____)

The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

Authorized Representative
Name and Signature

Name of Company

Contact No.