



NAVAL WATER DISTRICT
Castin St., Naval,
Province of Biliran, 6560

REQUEST FOR QUOTATION (RFQ)
NEGOTIATED PROCUREMENT - Small Value Procurement

RFQ No : 2018 - 10 - 054

Reference: PR No.: COMM-2018-09-00

PECM-2018-035/ADMIN 2018-08-002

Date : October 26, 2018

Office/End-User Unit: ADMIN, COMM /Finance
and PECM Dept.

THE MANAGER

SIR/MADAM:

Please quote your price for the item specified below, taking into consideration the following:

PROCUREMENT TERMS & CONDITIONS

1. The Total Approved Budget for the Contract (ABC) for purchase of Assorted Computer Supplies & Accessories is: **One Hundred Fourteen Thousand One Hundred Twelve Pesos Only (Php114,112.00)**
2. Price quotation/s to be denominated in Philippine Peso and shall include all taxes, duties, freight and handling, and/or levies payable and shall be firm and valid for the period of at least thirty (30) days from the of receipt of quotation and shall be binding upon the supplier within the period.
3. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initiated by you or any of duly authorized representatives/s.
4. Deadline for the submission of Bids will be on: November 06, 2018 (1:00 p.m.)
5. Delivery/Payment Terms:

a) Place : <u>NWD Office, Castin St., Naval, Biliran</u>	c) Mode : <u>Delivery</u>
b) Date : <u>within 30 days from receipt of Purchase Order</u>	d) Payment Term: <u>within 30 days from complete delivery and final acceptance</u>
6. Bidders must secure copy of the original RFQ at Naval Water District office from the BAC Secretariat during office hours. The RFQ and a copy of the Certification of Philgeps Registration must be submitted or mailed in a sealed envelop duly mark (including the RFQ Reference of the project for proper identification) and will be open only on the scheduled date of bid opening. Only original RFQ will be considered during evaluation.
7. Evaluation of bids will be conducted on a per "Item" basis. Prospective bidders must quote for all the item listed herein, otherwise, the quotation will be considered non-complying.
8. Refusal to accept an award maybe ground for imposition of administrative sanctions under Rule XXIII of the Revised IRR of RA 9184.
9. Failure of the Supplier to deliver goods under the contract within the specified delivery schedule shall be liable for damages for the delay pursuant to sec.3 3 of Annex D of the Handbook of Philippine Government Procurement, 6th Edition.
10. The NWD reserves the right to return the goods delivered by the winning bidder for failure to comply with the required specifications at the bidder's expense.

~~ENGR. MARIN S. SERENO~~
BAC Chairman

BRENDAA DELA CRUZ
Purchasing Agent

I have read and understood the procurement terms & Condition stated above. By signing this quote, I hereby agree and bind myself to the above terms & Conditions.

ITEM	QTY	UNIT	PARTICULARS	ABC	BID PRICE	
					U/P	TOTAL AMOUNT
1	10	pcs	Computer Ink 678-black	3,820.00		
2	2	pcs	Computer Mouse Pad	200.00		
3	18	pcs	Ink Tricolor (680)	9,702.00		
4	18	pcs	Ink Black (680)	9,702.00		
5	3	PCS	Keyboard (LENOVO)	1,710.00		
6	5	pcs	LCD Cleaner	1,500.00		
7	6	pcs	Printer Ink# 664- Yellow	3,960.00		

8	6	pcs	Printer Ink# 664-Cyan	3,960.00		
9	6	pcs	Printer Ink# 664-Black	3,960.00		
10	6	pcs	Printer Ink# 664-Magenta	3,960.00		
11	6	pcs	Printer Toner -HP 12A	26,136.00		
12	3	pcs	Printer HP Laser Jet Toner 12A	18,000.00		
13	5	pcs	Ribbon Cartridge - Epson LQ-310	1,750.00		
14	6	pcs	Toner 35A	21,000.00		
15	6	pcs	USB 16g	4,752.00		
TOTAL				114,112.00		

PLEASE FILL-OUT THIS PORTION LEGIBLY AND COMPLETELY:

Date

Signature Over Printed Name
of Authorized Representative

Position in Firm

Business Address

Tin Number

Tax Type (pls. indicate if VAT or Non-Vat)

Contact Number
