



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

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

RFQ No. : 2018 - 08 - 042

Reference: PR No.: FC 2018-06-001

Date : August 17, 2018

Office/End-User Unit: Finance & Comm. Div.

THE MANAGER

SIR/MADAM:

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

**PROCUREMENT TERMS & CONDITIONS**

- The Total Approved Budget for the Contract (ABC ) for the Purchase of Steel Cabinet 4 drawers with Safety Vault is: Sixty Five Thousand Pesos (Php 65,000.00)
- 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.
- Any interlineations, erasures, or overwriting shall be valid only if they are signed or initiated by you or any of duly authorized representatives/s.
- Deadline for the submission of Bids will be on: Sept 3, 2018, 1:30 PM
- Delivery/Payment Terms:
  - Place : NWD Office, Castin St., Naval, Biliran C) Mode : Delivery
  - Date : within 7 days from receipt of Purchase Order d) Payment Term: within 7 days from complete delivery and final acceptance
- Bidders must secure copy of the RFQ at Naval Water District office from the BAC Secretariat during office hours & it may also be downloaded from the website of the Philippine Government Electronic Procurement System ( PhilGEPS ). 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.
- 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.
- Refusal to accept an award maybe ground for imposition of administrative sanctions under Rule XXIII of the Revised IRR of RA 9184.
- 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.
- 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. MARK S. SERENO~~  
BAC Chairman

BRENDA A. 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	1	Pc.	Steel Cabinet 4 drawers with Safety Vault	65,000.00		
			<b>TOTAL</b>	<b>65,000.00</b>		

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 \_\_\_\_\_