



Republika ng Pilipinas
PANGASIWAAN NG TUBIG AT ALKANTARILYA SA
KALAKHANG MAYNILA
Metropolitan Waterworks and Sewerage System
REGULATORY OFFICE
Katipunan Road, Balara, Quezon City 1105, Philippines

REQUEST FOR QUOTATION

Date : October 9, 2014

RFQ No.: _____

Name of Company: _____

Address: _____

Business Permit No.: _____

TIN No.: _____

Please quote your best offer for the item/s described below, subject to the Terms and Conditions provided in this request for quotation. Submit your quotation duly signed by you or your duly representative not later than the close of office hours of **15 October 2014**.

Open quotations may be submitted, manually or through facsimile at the contact numbers indicated below.


ROBERTO U. COLOSO
Senior Procurement Officer

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

ITEM DESCRIPTION	Quantity	Approved Budget of the Contract	OFFER					
			PRICE			Compliance with Technical Specifications		REMARKS
			QTY	Unit Price	Total Price	Yes	No	
(1) Microsoft Office 2013	5 pcs.	P 103,000.00						
(2) Microsoft Windows 8	5 pcs.							
(3) Adpbe Acrobat XI Pro	1 pc.							
(4) Photo Editing Software	1 pc.							

Telefax Nos.

435-89-00 - Office of the Chief Regulator
435-88-98 - Administration and Legal Affairs
435-89-01 - Financial Regulation

435-89-03 - Customer Service Regulation
435-89-04 - Technical Regulation

(5) Video Editing Software	1 pc.							
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Signature over Printed Name

Contract Numbers (Landline and/or Cellphone Nos.)/ E-mail address

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Bidders may quote for all the items.
3. Price quotation/s must be valid for a period of Thirty (30) calendar days from the date of submission.
4. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. Award of contract shall be made to the lowest quotation which complies with the minimum technical specifications and other terms and conditions stated herein.
7. Any interlineations, erasures or overwriting shall be valid only if they are signed or initiated by you or any duly authorized representative/s.
8. The item/s shall be delivered within ten (10) calendar days from receipt of purchase order.
9. The MWSS RO shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
10. Liquidated damages equivalent to one tenth of one percent (0.001%) of the value of the goods not delivered with the prescribed delivery period shall be imposed per day of delay. The MWSS RO shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.