



RO-FM-PRO-02
Rev 02
Effectivity Date: 17 September 2024

REQUEST FOR QUOTATION

DATE: 18 JANUARY 2025

Supplier: _____

Address: _____

Dear Sir/Madam:

Please quote your best offer for the item/s described below, subject to the Terms and Conditions provided in the table below, and at the dorsal portion of this form. We would appreciate receiving your offer in this form duly accomplished and signed by you or your authorized representative:

Submission of Quotation	Delivery Terms	Payment Terms
Closing Date & Time: 22 JANUARY 2025 at 12:00NN Via e-mail to: ranjev.garcia@ro.mwss.gov.ph Including the ff. Eligibility Documents/Information: 1. Valid PhilGEPS Certificate or Registration No., 2. Tax Identification Number (TIN), and 3. Mayor's/Business Permit	1. Delivery within <u>7-120</u> days from the acceptance of Purchase Order (P.O.) 2. Place of delivery: MWSS Regulatory Office, Katipunan Ave., cor. H. Ventura Street, Brgy. Pansol, Quezon City, Manila	1. <u>30</u> days from full delivery, inspection, and acceptance 2. <input checked="" type="checkbox"/> Check or <input type="checkbox"/> Cash 3. <input checked="" type="checkbox"/> Full or <input type="checkbox"/> Partial _____% Bal. _____

Thank you very much.

Very truly yours,

RAMON A. JAVIER
Department Manager

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Date: _____

The End-User, Committee Chairperson, or Department Manager:

After having carefully read and accepted the Terms and Conditions, I/We submit our quotation for the items as follows: *(please indicate number of pages/sheets including this page (1 of _))*

Technical Specifications, Terms of Reference, or Scope of Work and Eligibility/Documentary Requirements	Approved Budget for the Contract (ABC)	OFFER		
		Qty./Units	Unit Price	Total
PR No. 24-253 Supply and Delivery of Certified Reference Culture Materials as Quality Control for MWSS RO's Bacteriological Analyses <i>Refer to the attached Terms of Reference (TOR)</i>	P158,620.00	<i>Refer to the attached TOR</i>		
<i>Amount in Words:</i>		TOTAL (inclusive of VAT):		
Our Eligibility Documents/Information: PhilGEPS Reg. No.: _____ TIN: _____ Business Permit No.: _____ Issued at: _____ Expiry Date: _____		Signature Over Printed Name Contact No.: _____ Email Address: _____		



TERMS AND CONDITIONS:

1. ALL PRICES QUOTED HEREIN ARE VALID, BINDING AND EFFECTIVE AT LEAST WITHIN **THIRTY (30)** CALENDAR DAYS FROM DATE OF QUOTATION.
2. The following requirements must be submitted PRIOR to: ☒ submission of offer/s; ☐ evaluation of offer/s; or ☐ issuance of Notice of Award (please check one)

(Please check one)	Mayor's Permit	Curriculum Vitae (Consulting)	PhilGEPS No.	Income, Business Tax Returns	Omnibus Sword Statement
<input type="checkbox"/> Direct Contracting	✓		✓	✓ For ABC above P500K	
<input type="checkbox"/> Shopping	✓		✓		
<input checked="" type="checkbox"/> NP-Small Value Procurement	✓	✓	✓	✓ For ABC above P500K	✓ For ABC above P50K
<input type="checkbox"/> Lease of Venue	✓ Except for Gov't agency		✓ Except for Gov't agency	✓ Except for Gov't agency	

*For individuals engaged under Small Value Procurement, only the BIR Certificate of Registration shall be submitted in lieu of DTI Registration and Mayor's Permit.

3. AWARDEE shall be responsible for the source(s) of his supplies/materials/equipment shall make deliveries in accordance with schedule, quality and specifications of the award and purchase order. Failure by the AWARDEE to comply with the same shall be ground for cancellation of the award and purchase order issued to that AWARDEE and for awarding to the next lowest complying quotation.
4. AWARDEE shall pick up purchase order(s) issued in his favor within **three (3)** days after receipt of notice to that effect. A telephone call or fax transmission shall constitute an official notice to the AWARDEE. Thereafter, if the purchase order(s) remain unclaimed, the said purchase order(s) shall be sent by messengerial service to the AWARDEE at the latter's expense. To avoid delay in the delivery of the requesting agency's requirement, all DEFAULTING AWARDEES shall be precluded from proposing or submitting a substitute sample.
5. Subject to the provisions of the preceding paragraph, where AWARDEE has accepted a purchase order but fails to deliver the required product(s) within the time called for in the same order, he shall be extended a minimum fifteen (15) calendar days under liquidated damages to make good his delivery. Thereafter if AWARDEE has not completed delivery within the extended period, the subject purchase order shall be cancelled and the award for the undelivered balance withdrawn from that AWARDEE. The procurement service shall then purchase the required item(s) from such other source(s) as it may determine, with the difference in price to be charged against the DEFAULTING AWARDEE. Refusal by the DEFAULTING AWARDEE to shoulder the price difference shall be ground for his disqualification from future bids of the same or all items, without prejudice to the imposition of other sanctions as prescribed under RA-9184 and its IRR-A.
6. All deliveries by suppliers shall be subject to inspection and acceptance by the MWSS Regulatory Office. All necessary laboratory tests undertaken by the MWSS Regulatory Office on the item(s) shall be for the account of the supplier.
7. Rejected deliveries shall be construed as non-delivery of product(s)/item(s) so ordered and shall be subject to liquidated damages, subject to the terms and conditions prescribed under paragraph 4 hereof.
8. Supplier shall guarantee his deliveries to be free from defects. Any defective item(s) / product(s), therefore that may be discovered by the MWSS Regulatory Office, within three (3) months after acceptance of the same, shall be replaced by the supplier within seven (7) calendar days upon receipt of a written notice to that effect.
9. A penalty of one-tenth of one percent (0.001) of the total value of the product(s)/good(s) purchased shall be deducted for each day of delay in the delivery of the product(s)/good(s) ordered.
10. All duties, excise and other taxes and revenue charges, if any, shall be for the supplier's account.
11. As a pre-condition to payment, IMPORTATION DOCUMENTS specifically showing the condition and serial numbers of the imported equipment purchased should be submitted by the supplier to the MWSS Regulatory Office.
12. All transactions are subject to withholding of credible Value Added Tax (VAT) per Revenue Regulation No. 10-93.

Terms of Reference and Specifications for the Procurement of Certified Reference Material (Quality Control Culture- Bacteriological)

Delivery Terms:

7-120 days from the acceptance of P.O.

Payment Terms:

30 days upon full delivery, inspection and acceptance

Description/s:

- | | | |
|---|-------------|---|
| 5 | PACK | Pack of 5 to 6 viable micro-organisms in ready-to-use direct-streak-to-plate – swab format or in a loop gelatine formulation.

<i>- Escherichia coli ATCC 11775/25922 derivatives</i> |
| 5 | PACK | Pack of 5 to 6 viable micro-organisms in ready-to-use direct-streak-to-plate – swab format or in a loop gelatine formulation.

<i>- Staphylococcus aureus ATCC 6538 derivatives</i> |
| 4 | PACK | Pack of 5 to 6 viable micro-organisms in ready-to-use direct-streak-to-plate – swab format or in a loop gelatine formulation.

<i>- Klebsiella aerogenes ATCC 13048 derivatives</i> |

General Requirements:

1. All above CRM Cultures are in pack of 5 to 6 viable micro-organisms in ready-to-use direct-streak-to-plate – swab format or in a loop gelatine formulation.
2. Each microorganism strain must be ≤3 PASSAGES from the reference culture and guaranteed to recover when processed.
3. This must include Certificate of Analysis, list of Phenotypic properties of each strain as well as ATCC or other authentic reference culture number, passage from reference, expiration date, release information, macroscopic and microscopic features and biochemical test results.
4. The product must be an ATCC® Licensed Derivative
5. Manufacturers are accredited ISO/IEC: 17034 and 17025 Reference Material Producers.

Purpose: To ensure the precision and consistency of our bacteriological analyses, we need to procure certified reference cultures of microbes. These reference cultures are vital for standardizing test procedures by providing a reliable benchmark to calibrate and validate our testing methodologies and results, meeting compliance by conforming to regulatory and accreditation requirements for quality control and assurance. This will reinforce the integrity of our laboratory operations and support the delivery of accurate, high-quality results.