



Republic of the Philippines
Local Water Utilities Administration
BALAOAN WATER DISTRICT

Viloria St., Brgy. Antonino, Balaoan
LA UNION 2517, Philippines
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A Government Owned & Controlled Corporation

Office of the Bid & Awards Committee



May 10, 2023

P-RFQ No. 2023-003

REQUEST FOR QUOTATION

SUPPLY AND DELIVERY OF INFORMATION TECHNOLOGY (IT) AND OFFICE EQUIPMENT FOR BALAOAN WD

The Balaoan Water District (BWD) hereinafter referred to as “the Purchaser” through its Bids & Awards Committee (BAC), invited interested parties to submit price quotation for the project, “SUPPLY & DELIVERY OF INFORMATION TECHNOLOGY (IT) and OFFICE EQUIPMENT FOR BALAOAN WD” through Shopping (Sec. 52.3 of R. A No. 9184) with Approved Budget for the Contract (ABC) of NINETY NINE THOUSAND NINE HUNDRED FIFTY PESOS AND 01/100 only (Php99,950.01)

	Description	Qty.	Unit	Unit Cost	Total Amount
1	Desktop Computer complete w/ accessories	1	Set		
2	Central Processing Unit (CPU)	1	Unit		
3	Swivel Office Chair	7	Pcs.		
TOTAL					

All items listed under the purchaser’s specifications must be complied on a pass-fail basis.

Failure to meet any one of the requirements will result to rejection

Likewise, it is understood that Purchaser’s specifications are minimum requirements. The Bidder/Supplier may offer higher specifications or additional items, if any.

Procurement procedures will be conducted in accordance with the provisions of the Implementing Rules and Regulations (IRR) of Republic Act No. 9184 (Government Procurement Reform Act).

It is the intent of the Purchaser to evaluate the quotation for the item and award will be made to the quotation resulting in the overall lowest cost, meeting purchaser’s technical specifications.

Likewise, in accordance with Section 54.6 and Appendix “H” (Consolidated Guidelines for the Alternative Methods of Procurement) of the IRR of RA No. 9184, the supplier shall provide the following documentary requirements as a condition for award of the contract. The documents shall be attached together with the quotations;

1. PhilGEPS Registration Number
2. Mayor’s/Business Permit
3. Photo Copy of Sample Official Receipt (OR)
4. Certificate of Registration (BIR Form 2303; and
5. Duly Authorized Omnibus Sworn Statement.

Your prices must be quoted in Philippine Peso and must include the unit price and total price, inclusive of all taxes to be paid and other incidental cost to the delivery site if the contract is awarded.

All quotations must be typewritten or handwritten and may be placed in sealed envelope marked **“SUPPLY AND DELIVERY OF INFORMATION TECHNOLOGY (IT) AND OFFICE EQUIPMENT FOR BALAOAN WD” (RFQ No. 2023-003)** and must be submitted on or before MAY 19, 2023, 2:00 P.M. at the Balaoan WD office. It may also be sent thru email on our official email address at balaoanwatersitRICT66@yahoo.com on the specified time stated above and address to the General Manager D, Engr. Victor R. Obillo.

Quotations shall be valid for thirty (30) calendar days from the deadline of submission of the same.

The delivery period shall be within TEN (10) calendar days from receipt of the Purchase Order (PO). The supplier should inform the purchase at least two (2) days before the date of delivery. The Purchaser shall have the right to reject or to return the items that will be declared defective. The delivery will be made during working days from 8:00 a.m. to 5:00 p.m.

DELIVERY SITE: Balaoan Water District Office
Viloria St., Brgy. Antonino
Balaoan, La Union

The prospective supplier shall submit the following:

- a) Duly accomplished Quotation Form; and
- b) Brochures of the items offered, if any

The Balaoan WD reserves the right to accept or reject any quotation, and to annul the procurement process and reject all quotations at any time prior to Contract of Award, without thereby incurring any liability to the affected supplier or suppliers. Balaoan WD also reserves the right to waive any required formality in the proposal received, and select the proposal which to determine to be the most advantageous to the government.

Prepared by:

Sgd.
JOAN O. VALDEZ
BAC Secretary

Noted:

Sgd.
MARILYN O. GUERRERO
BAC Chairwoman