



**LOCAL WATER UTILITIES ADMINISTRATION**  
 LWUA Bldg., MWSS-LWUA Complex  
 Katipunan Avenue, Balara, Quezon City 1105  
 Telefax No. 920-54-36

RFQ No.:

DATE: Jan. 16, 2013

# REQUEST FOR QUOTATION

NAME, ADDRESS & TEL/FAX NO. OF SUPPLIER

PLEASE QUOTE YOUR LOWEST PRICE, NET OF ANY POSSIBLE DISCOUNT:

IN SEALED ENVELOPE  WITH COMPANY PROFILE, ETC.  
 WITH PRODUCT BROCHURE

DEADLINE FOR SUBMISSION (DATE/TIME): **Jan. 28, 2013 at 5:00 PM**

CANVASS OPENING DATE/TIME: **Jan. 28, 2013**

DELIVERY REQUIREMENT WITHIN 15 CALENDAR DAYS FROM RECEIPT OF

APPROVED P.O. / CONTRACT SIGNING

REF. P.R. NO.#: **002-13 & 006-13** APPROVED BUDGET: P **67,300.00**

QUOTED BY

PRINT AND SIGN NAME / POSITION

| ITEM NO. | DESCRIPTION  | QUANTITY | UNIT | DELIVERED LWUA |              |
|----------|--|----------|------|----------------|--------------|
|          |  |          |      | UNIT PRICE     | TOTAL AMOUNT |
| 2        | <b>LWUA LETTERHEAD</b><br><br>Size: A4 (8.268 x 11.693)<br>Color: 3 colors<br>Material: Conqueror Laid 90 gsm<br>Color of Material: Ivory<br>Process: Offset<br>Quantity: 19 rms (500 shts/ream)   | 19       | rms  | P              | P            |
| 8        | <b>LWUA ENVELOPE W/ LOGO</b><br><br>Size: 9 1/2" x 4 1/8"<br>Color: 3 colors<br>Material: Conqueror Laid 90 gsm<br>Color of Material: Ivory<br>Process: Offset<br>Quantity: 12 boxes (500 pcs/box) | 12       | bxes | P              | P            |

**TERMS AND CONDITIONS:**

- 1) AS A GOVERNMENT AGENCY, LWUA SHALL DEAL ONLY WITH LEGITIMATE SUPPLIERS/CONTRACTOR WHICH ISSUE BIR-REGISTERED O.R.s;
- 2) QUOTED PRICES MUST BE INCLUSIVE OF 5% TAX FOR MATERIALS & SUPPLIES 6% FOR LABOR AND 1% EXPANDED WITHHOLDING TAX;
- 3) ALL QUOTATIONS SHALL BE FIRM AND VALID FOR A PERIOD OF AT LEAST THIRTY (30) DAYS FROM THE DATE OF RECEIPT OF QUOTATION & SHALL BE BINDING UPON THE SUPPLIER WITHIN THE PERIOD;
- 4) LWUA RESERVES THE RIGHT TO POST-QUALIFY ANY SUPPLIER AND/OR TO REJECT ANY OR ALL SUBMITTED QUOTATIONS;
- 5) P.O. / CONTRACT SHALL BE AWARDED TO THE LOWEST EVALUATED RESPONSIVE BID; DELIVERED ITEMS ARE SUBJECT TO INSPECTION, WITH PAYMENT PROCESSING TO COMMENCE ONLY AFTER ACCEPTANCE BY THE PROPERTY CONTROL DIVISION; AND
- 6) TERMS OF PAYMENT WITHIN 14 - 28 CALENDAR DAYS FROM DATE OF ACCEPTANCE.

**REQUESTED BY:**

*Rosita Q. Lim*  
**ROSITA Q. LIM**  
 PROCUREMENT OFFICER/ANALYST

**NOTED BY:**

*Cynthia M. De Ocampo*  
**CYNTHIA M. DE OCAMPO**  
 ACTING MANAGER  
 GENERAL SERVICES DEPARTMENT

*1/16/13*