



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, 2012

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.#: 007-13 APPROVED BUDGET: P 62,790.00

QUOTED BY


PRINT AND SIGN NAME / POSITION

ITEM NO.	DESCRIPTION	QUANTITY	UNIT	DELIVERED LWUA	
				UNIT PRICE	TOTAL AMOUNT
1	PAPER for PPC, A4, 98% white, Extra Quality, Subs. 20, 70gsm, Lotus Brand	250	rms	P	P
2	PAPER for PPC, Legal size, 98% white, Extra Quality, Subs. 20 70 gsm, Lotus Brand	180	rms	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
 PROCUREMENT OFFICER/ANALYST

NOTED BY:


CYNTHIA M. DE OCAMPO
 ACTING MANAGER
 GENERAL SERVICES DEPARTMENT

