



# BUSTOS WATER DISTRICT

A. Raymundo St., Poblacion, Bustos, Bulacan  
Telefax Nos. (044) 761-1665; Manila Line: (02) 8552-5038  
e-mail address: bustoswd@yahoo.com.ph

## Request for Quotation

(INV 20-048)

### Procurement of Printing Service

#### Water Bills per PR no. 20-222

The **Bustos Water District** now invites Quotations from eligible Suppliers for the **Procurement of Printing Service for Water Bills**. The description of an eligible Supplier is contained in the **Instructions to Bidders (ITB)**.

Evaluation will be conducted using a non-discretionary pass/fail criteria as specified in the Implementing Rules and Regulations Part A (IRRA-A) of Republic Act No. 9184 (R.A. 9184), otherwise known as the Government Procurement Reform Act, and is restricted to organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, as specified in Republic Act 5183 (R.A. 5183). Only Quotations from Suppliers who pass the eligibility check will be further evaluated. The Supplier with the lowest calculated bid (LCB) shall advance to the post-qualification stage in order to finally determine his responsiveness to the technical and financial requirements for the contract. The contract shall then be awarded to the Lowest Calculated and Responsive Bidder (LCRB) who was determined in the post-qualification procedure.

Interested Suppliers may obtain further information from Bustos Water District and may request a copy of the official documents/forms for the above items at the address and contact numbers given below from Monday to Friday during business hours.

Quotations and eligibility requirements must be delivered to the address below on or before **SEPTEMBER 23, 2020 at 5:00 P.M.** All quotations must be submitted together with the Eligibility requirements and Technical/Financial proposals. **Late Quotations shall not be accepted.**

**EVALUATION** of quotations will be on **SEPTEMBER 24, 2020 at 1:30 P.M.** at Bustos Water District Office. Quotations will be evaluated in the presence of the Supplier's representatives who choose to attend at the address below.

The Bustos Water District reserves all the right to accept or reject any Bid, to annul the bidding process, postpone the opening of bids and reject all Bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder or Bidders.

Bustos Water District  
Daisy A. Caguntas  
A. Raymundo St., Poblacion, Bustos, Bulacan 3007  
Telefax. Nos. (044) 761-8332; Manila Line (02) 8552-5038  
e-mail address: bustoswd\_procurement@yahoo.com

  
**Maricel A. Sanchez**

Signature of the BAC Chairperson or  
Authorized Representative

**POSTING DATE:** September 18, 2020

# BUSTOS WATER DISTRICT

## Bids and Awards Committee

A. Raymundo St., Poblacion, Bustos, Bulacan 3007

### To All Suppliers:

The Bustos Water District Bids and Awards Committee invites all prospective suppliers for the supply of the item listed at the Official Quotation Form. Delivery of such is required as soon as possible. Please refer to the following instructions below:

### Instructions to Bidders (ITB)

<b>ITEM/S TO BE BID</b>	<b>Procurement of Printing Service Water Bills per PR no. 20-222</b>
<b>PROCURING ENTITY'S ADDRESS AND CONTRACT PERSON:</b>	<b>Bustos Water District Office</b> A. Raymundo St., Poblacion, Bustos, Bulacan 3007  Contact Person: Daisy A. Caguntas , Bids and Awards Committee Telefax. Nos. (044) 761-8332; Manila Line (02) 8552-5038 e-mail address: bustoswd_procurement@yahoo.com
<b>ELIGIBILITY REQUIREMENTS:</b>	<ul style="list-style-type: none"><li>▪ Valid Business Permit: DTI or SEC Reg. Cert. (any) / Mayor's Permit (2020)</li><li>▪ PhilGEPS Registration Certificate</li><li>▪ Income / Business Tax Return (latest)</li><li>▪ Notarized Omnibus Sworn Statement</li><li>▪ BIR Registration (2303)</li></ul>
<b>APPROVED BUDGET FOR THE CONTRACT (ABC)</b>	<b><i>P 156,000.00</i></b>
<b>WITHHOLDING GOVERNMENT TAXES</b>	Proper withholding tax
<b>METHOD OF PROCUREMENT</b>	<b>Alternative Modality:</b> Small Value Procurement [Sec. 53.9]
<b>BID VALIDITY PERIOD</b>	120 days
<b>SEALING AND MARKING</b>	<b>Sealed Canvass: Two (2) Sealed Envelopes</b>  <b>Envelope 1</b> <ul style="list-style-type: none"><li>➤ Copy of ALL Eligibility Requirements</li><li>➤ Conformed Instructions to Bidders</li></ul> <b>Envelope 2</b> <ul style="list-style-type: none"><li>➤ Accomplished Official Quotation Form</li></ul>
<b>THE ADDRESS FOR SUBMISSION OF PROPOSAL:</b>	<b><i>Bustos Water District The Bids and Awards Committee A. Raymundo St., Poblacion, Bustos, Bulacan 3007</i></b>
<b>DEADLINE FOR SUBMISSION:</b>	<b><u><i>SEPTEMBER 23, 2020 at 5:00 P.M.</i></u></b>
<b>THE ADDRESS FOR OF EVALUATION</b>	<b><i>Bustos Water District A. Raymundo St., Poblacion, Bustos, Bulacan</i></b>
<b>DATE AND TIME OF EVALUATION</b>	<b><u><i>SEPTEMBER 24, 2020 at 1:30 P.M.</i></u></b>

**Maricel A. Sanchez**  
Chairperson  
Bids and Awards Committee

**Conforme:** \_\_\_\_\_  
Name and signature of supplier

Republic of the Philippines  
**BUSTOS WATER DISTRICT**  
**Bids and Awards Committee**  
A. Raymundo St., Poblacion, Bustos, Bulacan

**Approved for Posting**  
**September 18, 2020**  
Maricel A. Sanchez  
BAC Chairman

**Quotation No.:** 20-090  
**P.R. Nos.:** 20-222  
**Date:** \_\_\_\_\_  
**Remarks:** \_\_\_\_\_

**OFFICIAL QUOTATION FORM**

**COMPANY :** \_\_\_\_\_  
**ADDRESS :** \_\_\_\_\_  
**TEL. NO. :** \_\_\_\_\_

**Please quote your lowest government price for each of the following items specified below:**

ITEM NO.	QTY/ UNIT	ITEM DESCRIPTION	UNIT COST	TOTAL
1	78,000 pcs.	<b>Water Bills</b>		
		1 Copy per Sheet		
		7 x 8.5 sheet (half of legal size paper)		
		2 color print		
		no assigned number		
		80 gsm, sub 24		
		with perforation		
<b>TOTAL</b>			<b>Php</b>	
<i>QUOTED BY (indicate name/signature of authorize representative below:)</i>				

For further inquiry, please contact the BAC Secretariat at our Telefax No. (044) 761-1665 or at our Manila Line No. (02) 552-5038.

**Mode of Procurement:** Alternative Modality: Small Value Procurement [Sec. 53.9]

**Eligibility Requirements:** *(Please include the following requirements)*

- Valid Business Permit: DTI or SEC Reg. Cert. (any) / Mayor's Permit (2020)**
- PhilGEPS Registration Certificate**
- Income / Business Tax Return (latest)**
- Notarized Omnibus Sworn Statement**
- BIR Registration (2303)**
- Others:**

Approved Budget for the Contract : Php156,000.00

Deadline for Submission : September 23, 2020 at 5:00 PM

Date of Evaluation : September 24, 2020 at 1:30 PM

Manner of Evaluation : Itemized Evaluation

Note 1. Price should be valid for : 120 days

2. Delivery Period is on : \_\_\_\_\_

3. Price Valid Until : \_\_\_\_\_

4. Terms of Payment : \_\_\_\_\_

5. Government Tax : Subject to withholding tax