



# DAGUPAN CITY WATER DISTRICT

RFQ NO: 005-2024-A

## REQUEST FOR QUOTATION

The Dagupan City Water District (DCWD), through its Bids and Awards Committee, hereby invites all interested parties to submit proposal/price quotation for the following project:

**Name of Project** : **SUPPLY AND DELIVERY OF GIFT PACKS FOR THE RECIPIENTS OF THE ANNIVERSARY INCENTIVE UNDER THE DCWD PRAISE CY 2024**

**Location** : Dagupan City Water District, DCWD Motorpool Building  
Tambac District, Dagupan City

**Approved Budget for the Contract (ABC)** : PHP 54,000.00

**Source of Budget** : Corporate Budget Approved by the Board

**Delivery Period** : Within seven (7) working days upon receipt of Notice to Proceed/Purchase Order

**Technical Specifications** :

QUANTITY	UNIT	DESCRIPTION
18	packs	White sugar 1kg Powdered milk 840g Coffee creamer 220g Coffee 100g Soy Sauce 1.8L Vinegar 2L Fish sauce 750ml Laundry powder 1.8kg Fabric conditioner 1.8L Bleach 1.892ml Liquid detergent 250ml Bath soap 175g Toothpaste 140g Bathroom tissue 2P 4s Cotton buds 200s Luncheon meat 340g Tuna flakes in oil 420g Corned beef 380g

Kindly submit your duly signed proposal/price quotation in a sealed envelope or electronic mail addressed to Dagupan City Water District Bids and Awards Committee at the address stated below or email to [dagcitywdbac@gmail.com](mailto:dagcitywdbac@gmail.com) not later than **October 8, 2024 5:00 PM**.

**RENATO N. MUNDO**  
Chairperson  
Bids and Awards Committee  
Dagupan City Water District  
DCWD Motorpool Building, Tambac District  
Dagupan City, Pangasinan, 2400  
(075) 523-2741





# DAGUPAN CITY WATER DISTRICT

Interested bidders are also required to submit the following documents along with the quotation on or before the deadline of submission of quotation:

1. PhilGEPS Registration Number
2. Valid Mayor's/Business Permit
3. Duly notarized Omnibus Sworn Statement using the attached format

## INSTRUCTIONS:

- a. Submit duly signed price quotations.
- b. Price quotations along with the required documents received after the deadline shall be rejected and will not be accepted.
- c. Please quote your best offer for the item/s indicated in the quotation form. Please do not leave any blank items. Indicate a zero (0) or a dash (-) if the item being offered is for free.
- d. All technical specifications must be complied with. Failure to comply with any of the mandatory requirements will disqualify your quotation.

## TERMS AND CONDITIONS:

- a. Price quotations must be valid for a period of forty five (45) calendar days from the deadline of submission.
- b. Quoted prices shall be inclusive of all applicable taxes/charges and must be quoted in Philippine Peso.
- c. Quotations exceeding the Approved Budget for the Contract shall be rejected.
- d. Award of contract shall be made to the lowest calculated and responsive quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
- e. Goods delivered are subject to inspection and acceptance.
- f. Payment processing shall be made after delivery and submission of the required supporting documents (delivery receipt/order slip and/or billing statement/invoice).
- g. Liquidated damages equivalent to one-tenth of one percent (0.001) of the cost of the unperformed portion for every day of delay. The Dagupan City Water District may rescind or terminate the contract once the cumulative amount of the liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
- h. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its 2016 revised IRR.

The Dagupan City Water District reserves the right to reject any and all quotations/bids, declare a failure of bidding, or not award the contract pursuant to Section 41 of the 2016 Revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder/s. For any inquiries or clarifications you may contact us at (075) 523-2741 or send us an email at [dagcitywdbac@gmail.com](mailto:dagcitywdbac@gmail.com).

  
**RENATO N. MUNDO**  
BAC Chairperson



**PRICE QUOTATION**

Date: \_\_\_\_\_

Company/Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

TIN: \_\_\_\_\_

PhilGEPS Registration Number (Required): \_\_\_\_\_

Dear Sir/Madam:

After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

<b>SUPPLY AND DELIVERY OF GIFT PACKS FOR THE RECIPIENTS OF THE ANNIVERSARY INCENTIVE UNDER THE DCWD PRAISE CY 2024</b>					
<b>Item Description</b>	<b>Qty</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Total Price</b>	<b>Statement of Compliance ("Comply" / "Not Comply")</b>
Gift packs	18	packs			
White sugar 1kg					
Powdered milk 840g					
Coffee creamer 220g					
Coffee 100g					
Soy Sauce 1.8L					
Vinegar 2L					
Fish sauce 750ml					
Laundry powder 1.8kg					
Fabric conditioner 1.8L					
Bleach 1.892ml					
Liquid detergent 250ml					
Bath soap 175g					
Toothpaste 140g					
Bathroom tissue 2P 4s					
Cotton buds 200s					
Luncheon meat 340g					
Tuna flakes in oil 420g					
Corned beef 380g					
<b>Total Price Quotation (inclusive of taxes/charges)</b>					

<b>TOTAL PRICE IN WORDS</b>

\_\_\_\_\_  
Signature above printed name

\_\_\_\_\_  
Position/Designation

\_\_\_\_\_  
Office Telephone/Mobile Nos.

\_\_\_\_\_  
Email address/es



**Omnibus Sworn Statement (Revised)**  
*[shall be submitted with the Bid]*

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REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

**AFFIDAVIT**

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

*[If a sole proprietorship:]* I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

*[If a partnership, corporation, cooperative, or joint venture:]* I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

*[If a sole proprietorship:]* As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

*[If a partnership, corporation, cooperative, or joint venture:]* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

*[If a sole proprietorship:]* The owner or sole proprietor is not related to the Head of the Procuring Entity, Procurement Agent if engaged, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the



Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a partnership or cooperative:]* None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, Procurement Agent if engaged, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a corporation or joint venture:]* None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, Procurement Agent if engaged, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*  
Affiant

**[Jurat]**

*[Format shall be based on the latest Rules on Notarial Practice]*