Republic of the Philippines
Metropolitan Naga Water District
40 Miranda Avenue, Concepcion Pequeña, Naga City 4400

26-08-073
Public Administration and Financial Services
MNWD, Naga City

Standard Form Number: SF-GOOD-60
Revised on: May 24, 2004
Standard Form Title: ***Request for Quotation***

Date: August 20, 2026
Quotation No.: 0039

Company Name: _____
Address _____

Please quote your lowest price on the item/s listed below, subject to the Terms and Conditions on the last page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than the closing date on August 23, 2026 at 5:00 PM.

_____
Procurement Officer

NOTE:

1. **DELIVERY PERIOD WITHIN Three (3) Years CALENDAR DAYS**
2. **WARRANTY SHALL BE FOR A PERIOD OF SIX(6)MONTHS FOR SUPPLIES AND MATERIALS, ONE(1) YEAR FOR EQUIPMENT, FROM DATE OF ACCEPTANCE BY THE PROCURING ENTITY**
3. **PRICE VALIDITY SHALL BE FOR A PERIOD OF _____CALENDAR DAYS**
4. **PHILGEPS REGISTRATION CERTIFICATE SHALL BE ATTACHED UPON SUBMISSION OF THE QUOTATION**
5. **BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCT BEING OFFERED.**

No.	ITEM & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL COST
1	**Recertification Audit - First Year** Year 1 - Year 2026 Initial Audit Recertification Audit 6.5 Man-Day *Including PDR Certificate, Tarpaulin, Tax (inclusive 12% VAT), & other Miscellaneous Expenses	1	lot		
2	**1st Surveillance Audit - 2nd Year** Year 2 - Year 2027 3.5 Man-days including PDR Miscellaneous Expenses (inclusive 12% VAT)	1	lot		
3	**2nd Surveillance Audit - 3rd Year** Year 3 - Year 2028 3.5 Man-days including PDR Miscellaneous Expenses (inclusive 12% VAT) *Note: The client shall bear accommodation, transportation, and meals.*	1	lot		
	Note: 1. VAT Inclusive				
	Documentary Requirements to submit: 1. Mayor's/Business Permit 2. PhilGEPS Registration Number / Certificate of Platinum Membership 3. Income/Business Tax Returns (for ABCs above Php 500k) *Incomplete or non-submission of the required Documentary Requirements shall be automatically disqualified* 4. Notarized Omnibus Sworn Statement *The supplier may submit NOSS on the date of accomplishing this document (RFQ) or prior to the preparation of award*				

APPROVED FOR POSTING
PERIOD 8/20-23/26
SIGNATURE
DATE: 8/20/26

Brand and Model : _____
Delivery Period : _____
Terms of Payment : _____
Warranty : _____
Price Validity : _____

After having carefully read and accepted your Terms and Conditions, I/We quote you on the item at prices noted above.

Printed Name / Signature

Tel. No. / Cell phone No.
e-mail address

Date

TERMS AND CONDITIONS

1. The MNWD reserves the right to reject any price quotation which is not in accordance with its terms, standards and specifications.
2. If the prospective supplier is the exclusive distributor or sole manufacturer of the item(s) herein enumerated, the same shall attach a true copy of its validated exclusive distributor authorization or sole manufacturer's certification.
3. The prospective supplier shall also furnish the MNWD a true copy of its registration certificate issued by the Department of Trade and Industry (DTI) and/or Securities and Exchange Commission (SEC).
4. All ordered items, unless otherwise indicated by the MNWD, must be delivered FOB METROPOLITAN NAGA WATER DISTRICT (MNWD); FREIGHT PREPAID.
5. All ordered items, unless otherwise specified, must be certified brand new, untampered, original, and as applicable, factory sealed, and the same shall be covered by a warranty clause.
6. Any ordered item rejected by the MNWD due to damage, inherent defect or inaccurate delivery shall be returned to the supplier at the expense of the same.
7. The MNWD, as a matter of policy, do not remit any form of advance or down payment. All terms of payment, while negotiable, shall be strictly based on this premise.
8. The MNWD reserves the right to cancel any order not delivered within the date specified in the issued Purchase Order.
9. As applicable and specified herein, any ordered item must satisfactorily pass the required laboratory testing before delivery, and/or pre-acceptance testing after actual delivery. Such test must be conducted in the presence of a duly designated MNWD representative. The test must conclusively determine specified performance efficiency before actual payment is made for the ordered item(s).
10. In the remittance of any payment, the MNWD deducts the following:
    a. For VAT Registered Suppliers: Supplies and Materials
       Value Added Tax (VAT) - Five Percent (5%)
       Creditable Witholding Tax - One Percent (1%)
    b. For VAT Registered Suppliers: Labor and Services
       Value Added Tax (VAT) - Five Percent (5%)
       Creditable Witholding Tax - Two Percent (2%)
    c. For Non - VAT Registered Suppliers: Supplies and Materials
       Value Added Tax (VAT) - Three Percent (3%)
       Creditable Witholding Tax - Two Percent (2%)
11. The prospective supplier must affix his/her signature in the Form signifying acceptance of the herein-stated terms and conditions.