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

26-10-0374
Food
MNWD, Naga City

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

Date: October 31, 2026
Quotation No.: 0048

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 Nov. 3, 2026 at 5:00 PM.

_____
Procurement Officer

NOTE:

1. **DELIVERY PERIOD WITHIN ___December 7, 2026___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 _____30_____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	**Dinner (Regulated Buffet)** *Foods:* Chicken corn soup Assorted vegetables with young corn Fish fillet tempura style Pork Hongma Steamed rice Buko Pandan Salad Juice *Amenities:* Free use of Podium Free use of Registration Table Free Photo wall Tarpaulin (7ft x 8ft) Free Backdrop Tarpaulin (10ftx 16 ft) Free use of Two (2) LCD Projector with screen Free use of sound system and (3) Microphones Free use of Air-conditioned Function Hall for four (4-5) hours Complimentary two (2) overnight stay at Executive Twin with breakfast	500	pax		
	Note: 1. VAT Inclusive 2. Warranty: None				
	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*				

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 with 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 item ordered 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 Withholding Tax - One Percent (1%)
    b. For VAT Registered Suppliers: Labor and Services
       Value Added Tax (VAT) - Five Percent (5%)
       Creditable Withholding Tax - Two Percent (2%)
    c. For Non - VAT Registered Suppliers: Supplies and Materials
       Value Added Tax (VAT) - Three Percent (3%)
       Creditable Withholding 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.