

Standard Form Number: SF-GOOD-60

Revised on: May 24, 2004

Standard Form Title: **Request for Quotation**

Date: March 7, 2026

**Quotation No.: 0008**

**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 March 10, 2026 at 1:00 PM.

\_\_\_\_\_  
 Procurement Officer

**NOTE:**

1. **DELIVERY PERIOD WITHIN 30 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	Drawer Guide 400 mm: Steel Ball Drawer Slides	24	pair		
2	Drawer Guide 300 mm: Steel Ball Drawer Slides	24	pair		
3	Drawer Lock: Diamond Type	2	Box		
4	Drawer Lock: Square Type	2	Box		
5	Drawer Handle: 4"	10	Pcs		
6	Drawer Handle: 3"	10	Pcs		
7	Double Action Hinges: 4"	4	Pair		
8	Double Action Hinges: 3"	4	Pair		
9	Contact Adhesive 828 3.2 Liters	4	Gal		
10	Sealant: Clear	10	Tube		
11	Marine Plywood: 3/4	10	Pcs		
12	Marine Plywood: 1/2	10	Pcs		
13	Marine Plywood: 1/4	10	Pcs		
14	Finishing Nail: 1"	1	Kg		
15	Finishing Nail: 1 1/2"	7	Kg		
16	Finishing Nail: 2	2	Kg		
17	Finishing Nail: 2 1/2	2	Kg		
18	Finishing Nail: 3"	2	Kg		
19	Blind Rivet: 5/32 x 1/2	1	box		
20	Black Screw 1 1/2" (Wood): x 1000 pcs	1	box		
21	Black Screw 1 1/2" (Metal): x 1000 pcs	1	box		
22	Tox with Screw: #8	50	Pairs		
23	Automotive Lacquer:White	2	Gals		
24	Lacquer Water: White Clear	4	Gals		
25	Lacquer Autoflu	2	Gals		
26	Polituff w/ hardener	2	Gals		
27	Lacquer Thinner	4	Gals		
28	Lacquer Surfacers	4	Gals		

29	Lacquer Glazing Putty	4	Gals		
30	Carbon Black Lacquer	3	Gals		
31	International Red	2	Gals		
32	Epoxy Primer w/ Catalyst	4	Gals		
33	QDE White	4	Gals		
34	Solvent Base Acrytex Cast	4	Gals		
35	Solvent Base Acrytex Primer	6	Gals		
36	Solvent Base Acrytex Reducer	6	Gals		
37	Paint Thinner	3	Gals		
38	Solvent base Acrytex Clear	6	Gals		
39	Patching Compound	10	Kg		
40	Flexibond	2	Pails		
41	Baby Roller	10	Pcs		
42	Roller 7"	4	Pcs		
43	Paint Brush 1 1/2"	10	Pcs		
44	Sandpaper #150	20	Pcs		
45	SDS Chipping (Pointed)	5	Pcs		
46	SDS Chipping (Flat)	3	Pcs		
47	SDS Drill Bit #6 Masonry	5	Pcs		
48	SDS Drill Bit #8 Masonry	5	Pcs		
49	Drill Bit 5/32 Metal	10	Pcs		
50	Drill Bit 1/2 Metal	10	Pcs		
51	Drill Bit 3/8 Metal	10	Pcs		
52	Drill Bit 1/4 Metal	10	Pcs		
53	Door Closer	2	Pcs		
54	Door Knob	4	Pcs		
55	Pozzolan Cement	20	Pcs		
56	Hydraulic Hinges A1	6	Pcs		
57	Hydraulic Hinges A2	6	Pcs		
58	Diamond Cutter	2	pcs		
59	Sahara	20	Pcs		
60	Rag	10	Kg		
61	G.I. Sheet Coloroof Gauge 20 w/ bend 5" x 7" wall cap .5 Blue	10	Pcs		
62	Trapal / Luna 10ft x 50mtrs	50	Mtrs		
63	Elastoseal	4	Ltrs		
64	Solignum	4	Gals		
65	Tile Adhesive	2	Bags		
66	Sandpaper #120	20	pcs		
67	Glossy Latex White	4	Gals		
68	Sliding Door Accessories	2	pcs		

69	Mortise Lock Alloy Glass Door Lock	2	Pcs		
70	Dead Lock	1	Pc		
71	Concrete Nail 1"	2	kg		
72	Sand	3	Cu.M		
73	Brass Float Valve 3/4	2	Pcs		
74	Pressure Switch	2	Pcs		
75	Brass Faucet 1/2	5	Pcs		
76	Bidet 1/2	5	Pcs		
77	Flapper	10	Pcs		
78	Lavatory Faucet 1/2 (Hard Chrome)	5	Pcs		
79	Gooseneck Faucet 1/2	5	Pcs		
80	Marine Epoxy A & B 400 cc 1/2 Liter	2	Pairs		
81	Lavatory Faucet SS	2	Pcs		
82	Solvent Cement 200 cc	4	Pcs		
83	uPVC Pipe 2" Ø(Emerald)	5	Pcs		
84	uPVC Elbow 2" x 90° (Emerald)	10	Pcs		
85	uPVC Elbow 2" x 45° (Emerald)	10	Pcs		
86	uPVC Sanitary Tee 2" (Emerald)	4	Pcs		
87	uPVC P-Trap 2" (Emerald)	2	Pcs		
88	uPVC Clean Out 2" (Emerald)	2	Pcs		
89	uPVC Wye 2" x 2" (Emerald)	2	Pcs		
90	Stainless Faucet 1/2	5	Pcs		
91	Faucet 1/2 (Plastic Only) 6"	4	Pcs		
92	Plastic Valve Adaptor 1/4	4	Pcs		
93	Plastic Elbow 1/4 x 90°	10	Pcs		
94	Plastic Tee 1/4	4	Pcs		
95	LED Tube Light - 9 Watts	200	Pcs		
96	LED Tube Light - 15 Watts	80	Pcs		
97	3.5 THHN Wire	2	box		
98	2.0 THHN Wire	2	box		
99	5.5 THHN Wire	2	box		
100	4-gang Convenience Outlet (Surface Type)	6	Pcs		
101	3-gang Convenience Outlet (Surface Type)	6	Pcs		
102	2-gang Convenience Outlet (Surface Type)	6	Pcs		
103	Male Plug	20	Pcs		
104	Butane Gas	10	Can		
105	Flat Cord #16 (Black)	1	Roll		
106	Flat Cord #18 (Black)	1	Roll		
107	WD40- 382 mL	10	Can		
108	Neltex Solvent - 400 cc	3	Can		

109	Clamp Ammeter	1	Unit		
110	AMCO Box	15	Pcs		
111	Liquid Nail	26	Pouch		
112	Elastoseal	10	Pouch		
113	Universal Convenience Outlet	20	Pcs		
114	Circuit Breaker - 20 Amp with Metal Casing	2	Pcs		
	<b>Note:</b> 1. VAT Inclusive 2. Partial Delivery shall not be accepted 3. FOB, MNWD, Naga City 4. Warranty: Thirty (30) Days				
	<b>Documentary Requirements to submit:</b> 1. Mayor's/Business Permit 2. PhilGEPS Registration Number / Certificate of Platinum Membership 3. Income/Business Tax Returns (for ABCs above Php 500k) <i>Incomplete or non-submission of the required Documentary Requirements shall be automatically disqualified</i> 4. Notarized Omnibus Sworn Statement <i>The supplier may submit NOSS on the date of accomplishing this document (RFQ) or prior to the preparation of award</i>				

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 Withholding Tax - One Percent (1%)
  - b. For VAT Registered Suppliers: Labor and Services
  - c.
    - 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.