

**MABALACAT CITY WATER DISTRICT**  
0255 Mac Arthur Highway, Mabiga, Mabalacat, Pampanga

**REQUEST FOR QUOTATION**  
**(SHOPPING – 52.1(b))**

March 9, 2026

---

---

Sir/ Madam:

Please provide us with your best quotation for the items as specified in the Terms of Reference (TOR) for PR no. 03092601 and submit it via email to [bacmcwd@gmail.com](mailto:bacmcwd@gmail.com), along with a scanned e-copy of the Omnibus Sworn Statement (use attached form), Latest Income/Business Tax Return and 2026 Mayor's/Business Permit or you may submit them in person to the MCWD BAC Secretariat with office address at 2<sup>nd</sup> flr. CMU Office MCWD Main Bldg. 0255 Mac Arthur Highway, Mabiga, Mabalacat, Pampanga **on or before 8:30 am of March 16, 2026.**

The Warranty Period shall be: *Please refer to the attached TOR*

In case of a failed bidding, a re-bidding may be conducted without prior notice to any previous bidder(s).

For further inquiries, please contact the BAC Secretariat, Ms. Anjel Galang at [bacmcwd@gmail.com](mailto:bacmcwd@gmail.com).

Respectfully yours,

Sgd.

**RICHARD Q. RIVERA**  
Chairperson, Bids and Awards  
Committee

**MABALACAT CITY WATER DISTRICT**  
0255 Mac Arthur Highway, Mabiga, Mabalacat, Pampanga

**TERMS OF REFERENCE**  
**ALTERNATIVE MODE OF PROCUREMENT**  
**(SMALL VALUE PROCUREMENT – 53.9)**

**1. Supply and Delivery of:** Harrington style corporate jacket with collar in Khaki color

Item No.	Description	Qty	Unit
1	Supply and delivery of Harrington style corporate jacket with collar in Khaki color	26	pieces
<p>Notes:</p> <ul style="list-style-type: none"><li>• Items with defects shall be immediately replaced within two (2) days from the return of items.</li><li>• Items are properly packed upon delivery.</li></ul>			

**APPROVED BUDGET FOR THE CONTRACT: PHP 104,000.00**

**2. Delivery Period**

Delivery Period shall not be later than Ten (10) calendar days upon confirmation of the Purchase Order.

**3. Delivery Point**

Items shall be delivered at **MCWD Main Bldg. Office Address 0255 MacArthur Highway, Mabiga, Mabalacat City, Pampanga 2010.**

**4. Bid Submission**

The Bidder shall submit their bids through their authorized representative or in the manner of submission as prescribed in the RFQ.

**5. Late Bids**

Any Bid submitted after the deadline for submission and receipt of Bids shall not be accepted by the MCWD.

**6. Bid Prices**

The bid price as indicated in the Quotation Form shall be fixed during the Bidder's performance of the Contract and not subject to variation or price escalation on any account. A Bid submitted with an adjustable price quotation shall be treated as non-responsive.

## **7. Bid Price Validity**

Price Validity shall not be less than One Hundred Twenty (120) calendar days from date of bid submission.

## **8. Eligibility Criteria**

- a. Bids shall be checked using the PASS/ FAIL Criteria for Legal, Technical and Financial components.
- b. From the bids that were rated PASSED, the same shall be ranked and corrected for computational errors to identify the Lowest Calculated Quotation (LCQ).

## **9. Detailed Evaluation and Comparison of Bids**

The LCQ shall be subjected to detailed evaluation against the Technical Specifications including arithmetical computations. Documents which are deemed not to comply with the requirements of the tender shall be considered non-complying.

## **10. Post-qualification**

Submitted documents of the LCQ shall be subjected to post qualification evaluation. The bid that PASSED the Post-Qualification shall be declared as the Single/Lowest Calculated Responsive Quotation (S/LCRQ).

## **11. Total Contract Price**

The Total Contract Price shall be inclusive of all taxes and other related expenses/ charges.

## **12. Notice to Supplier**

- a. The supplier shall pick-up the Purchase Order (PO) from the MCWD within two (2) calendar days from the receipt of Notice of Award.
- b. Failure to secure the PO by the supplier within the said period will mean cancellation of the same and imposition of penalties as prescribed by law.

## **13. PO Effectivity**

- a. The PO shall take effect immediately upon receipt by the supplier.

## **14. Terms of Payment**

Terms of Payment shall be thirty (30) calendar days after complete delivery.

## **15. Warranty**

Unless otherwise provided in the RFQ, the warranty period shall be a minimum of thirty (30) calendar days from the date of final acceptance by the end-user.

## **16. Liquidated Damages**

Where the supplier refuses or fails to satisfactorily complete the work within the specified contract time, plus any time of extension duly granted and is hereby in default under the contract, the supplier shall pay the MCWD for liquidated damages, and not by way of penalty, an amount equal to at least one tenth (1/10) of one percent (1%) of the cost of undelivered/ unperformed portion of the items/works for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of contract, the procuring entity may rescind or terminate the contract without prejudice to other courses of action and remedies open to it (Section 68 of the Revised IRR of RA 9184).

## **17. Liability of the Supplier**

If after receipt of the Purchase Order, the supplier fails to deliver the goods, appropriate sanctions will be imposed as prescribed under Republic Act 9184 and its Revised Implementing Rules and Regulations (IRR).

## **18. Disclosure of Relations**

The Bidder shall comply with the provisions of Section 47 of RA 9184 and its Revised IRR regarding disclosure of relations.

## **19. Administrative Sanctions**

Bidder shall likewise be imposed the rules as stated in section 69 (Imposition of Administrative Penalties) should there be infractions committed.

## **20. Reservation Clause**

MCWD reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder/s.

**MABALACAT CITY WATER DISTRICT**  
0255 Mac Arthur Highway, Mabiga, Mabalacat, Pampanga

**SUPPLIER'S BID QUOTATION**  
**(SMALL VALUE PROCUREMENT – 53.9)**

Richard Q. Rivera  
Chairperson, Bids and Awards Committee  
Mabalacat City Water District  
2<sup>nd</sup> Floor, Mac Arthur Highway, Mabiga  
Mabalacat, Pampanga

Dear Mr. Rivera:

This is to submit the following bid proposal/quotation for the subject procurement specified below with a total bid price of \_\_\_\_\_ Pesos (Php \_\_\_\_\_), inclusive of all existing and appropriate government taxes and charges:

Item No.	Description	Qty	Unit
1	Supply and delivery of Harrington style corporate jacket with collar in Khaki color	26	pieces

I hereby certify that I have read, examined and agreed with the Terms of Reference for PR No. 03092601 and that the above bid proposal/quotation is true and correct, and I accept the rights of MCWD, as procuring entity under Section 41 of the 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

Thank you.

Name of Bidder: \_\_\_\_\_  
Authorized Representative: \_\_\_\_\_ -  
Designation/Position: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone/Mobile No.: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Philgeps Registration No.: \_\_\_\_\_  
Signature: \_\_\_\_\_

*Note: The bidder may use this form or its own company letter head following this format duly signed by the authorized representative when making the offer.*

## Omnibus Sworn Statement (Revised)

*[shall be submitted with the Bid]*

---

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, 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, 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, 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]*

**JURAT**

(Sample form only)

SUBSCRIBED and sworn to before me, in the city/municipality of \_\_\_\_\_, this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_ by \_\_\_\_\_ with  
Residence Certificate No. \_\_\_\_\_ issued at \_\_\_\_\_ on  
\_\_\_\_\_, 20\_\_\_\_\_.

**NOTARY PUBLIC**

My commission expires Dec. 31, 20\_\_

Not. Reg. No. \_\_\_\_\_;

Page No. \_\_\_\_\_;

Book \_\_\_\_\_;

Series of 20 \_\_\_\_\_