

September 18, 2023

P-RFQ No. 2023-067

REQUEST FOR QUOTATION

SUPPLY AND DELIVERY OF OFFICE UNIFORMS FOR SANTA MARIA WATER DISTRICT EMPLOYEES

The Santa Maria Water District (SMWD) hereinafter referred to as “the Purchaser”, through its Bids and Awards Committee (BAC), invite interested parties to submit price quotation for the project, “**SUPPLY AND DELIVERY OF OFFICE UNIFORMS FOR SANTA MARIA WATER DISTRICT EMPLOYEES**” through Small Value Procurement (Sec. 53.9 of R.A. No. 9184) with Approved Budget for the Contract (ABC) of Seven Hundred Eighty Thousand Pesos Only (**₱780,000.00**).

	Description	Qty	Unit	Unit Cost	Total Amount
1	OFFICE UNIFORMS FOR SMWD EMPLOYEES (130 employees)	1	LOT		
	*** nothing follows ***				

The Terms of Reference (TOR) has been attached hereto and shall form part of the Contract Agreement. The project coverage, scope of work, payment terms and schedule, duration of the project and general conditions are stated therein. Any stipulations in the general condition shall be complied with.

Procurement procedures will be conducted in accordance with the provisions of the Implementing Rules and Regulations (IRR) of Republic Act No. 9184 (Government Procurement Reform Act). It is the intent of the Procuring Entity to evaluate the quotation/proposal for the project and award will be made to the proposal/quotation resulting in the overall lowest cost.

Likewise, in accordance with Section 54.6 and Appendix A of Annex "H" (Consolidated Guidelines for the Alternative Methods of Procurement) of the IRR of RA No. 9184, the supplier shall provide the following documentary requirements as a **condition for award** of the contract. The documents shall be attached together with the quotations.

1. PhilGEPS Registration Number
2. Mayor’s/Business Permit
3. Photo Copy of Sample Official Receipt (OR)
4. Certificate of Registration (BIR FORM 2303)
5. Duly Notarized Omnibus Sworn Statement. (If unable to have the document notarized, you may submit a signed unnotarized Omnibus Sworn Statement, subject to compliance therewith after award of contract but before payment); and
6. Income/ Business Tax Return



Your prices must be quoted in Philippine Peso and must include the unit price and total price, inclusive of all taxes to be paid and other incidental charges for the implementation of the contract if awarded.

All quotations may be typewritten or handwritten and may be placed in sealed envelope marked "**SUPPLY AND DELIVERY OF OFFICE UNIFORMS FOR SANTA MARIA WATER DISTRICT EMPLOYEES**" (RFQ No. 2023-067) and must be submitted on or before **September 25, 2023, 11:00AM** at the SMWD main office. It may also be sent thru email on our official email address at smwdbulacan@yahoo.com on the specified time stated above and address to the General Manager, Engr. Carlos N. Santos Jr.

Quotations shall be valid for thirty (30) calendar days from the deadline of submission of the same. The contractor should inform the PE at least three (3) days before the implementation of the project.

DELIVERY SITE: General Services Division of SMWD located at 302 J. P. Rizal St., Dulong Bayan, Santa Maria, Bulacan.

The prospective supplier shall submit the duly accomplished Quotation/Proposal Form and Other Documents that will be required by the Procuring Entity.

The Santa Maria Water District reserves the right to accept or reject any quotation, and to annul the procurement process and reject all quotations at any time prior to Contract award, without thereby incurring any liability to the affected supplier or suppliers. SMWD also reserves the right to waive any required formality in the proposals received, and select the proposal which it determines to be the most advantageous to the government.

Prepared by:

Sgd.

Romel P. Lazaga
Procurement Assistant

Noted by:

Sgd.

Maria Leonora S. Romarate
BAC Chairperson



Santa Maria WATER DISTRICT

TERMS OF REFERENCE SUPPLY AND DELIVER OF OFFICE UNIFORMS TO SANTA MARIA WATER DISTRICT EMPLOYEES

I. Objective

The SMWD intends to engage the services of clothing supplier to provide the office uniform of the employees of Santa Maria Water District (SMWD).

II. Approved Budget for the Contract (ABC)

The approved budget for the contract is Seven Hundred Eighty Thousand and 00/100 (P 780,000.00).

III. Project Coverage

The project requires the supply and delivery of required office uniform/s (Labor and materials) for the SMWD employees.

IV. Scope of Work

1. The supplier shall provide example of uniforms for the following:

Corporate Uniform	Male: Polo Female: Blouse + Skirt
Polo Shirt	Cotton Polo Shirt with SMWD logo, tagline and ISO Certified
SMWD Official Uniform	Polo Jacket + Slacks
Corporate Jacket	Jacket with SMWD logo

2. Designs are subject for approval of the Top Management.
3. The materials shall be in accordance to RULE II of implementing rules and regulations of Republic Act No. 292:
"All fabrics to be used for uniforms and for other purposes shall contain at least 5% by weight for either abaca, banana, and pineapple and 15% by weight for silk.

All government offices and their officials and employees shall use tropical fabrics following the effectivity of these Rules."
4. The SMWD shall provide the design and details of SMWD Official Uniform.
5. The SMWD shall provide the quantity of uniforms per employees to the supplier.
6. The supplier commits to maintain the confidentiality of any information, data, document or record obtained from the Agency through meetings and discussions.

V. Payment Terms and Schedule

Payment shall be through Cheque subject to withholding tax, itemized as follows:



Santa Maria WATER DISTRICT

- a. 15% down payment upon acceptance
- b. 35% approval of sample of uniform
- c. 40% upon full deliver
- d. 10% retention fee

VI. Duration of the Project

The supplier shall deliver all of the complete uniform at the SMWD New Bldg. located at 302 JP Rizal St. Poblacion, Santa Maria, Bulacan on or before December 2023 and

VII. General Condition of the Project

The supplier must be at least five (5) years in operation and at least has three (3) clients from other government agencies. The supplier must submit the following requirements:

- 1. Quotation
- 2. Mayor's/Business Permit
- 3. Philgeps Registration/Certificate
- 4. BIR Certificate of Registration
- 5. Photocopy of Official Receipt

Prepared by:

Sgd.

Jasmin L. Jose
Industrial Relations Development Asst. A

RECOMMENDING APPROVAL:

Sgd.

JOVITA I. DALMACIO
Department Manager
Admin, Finance and General Services Dept.

APPROVED BY:

Sgd.

ENGR. CARLOS N. SANTOS, JR.
General Manager

CONFORME:

Signature over printed name of the Contractor: _____

Company Represented: _____

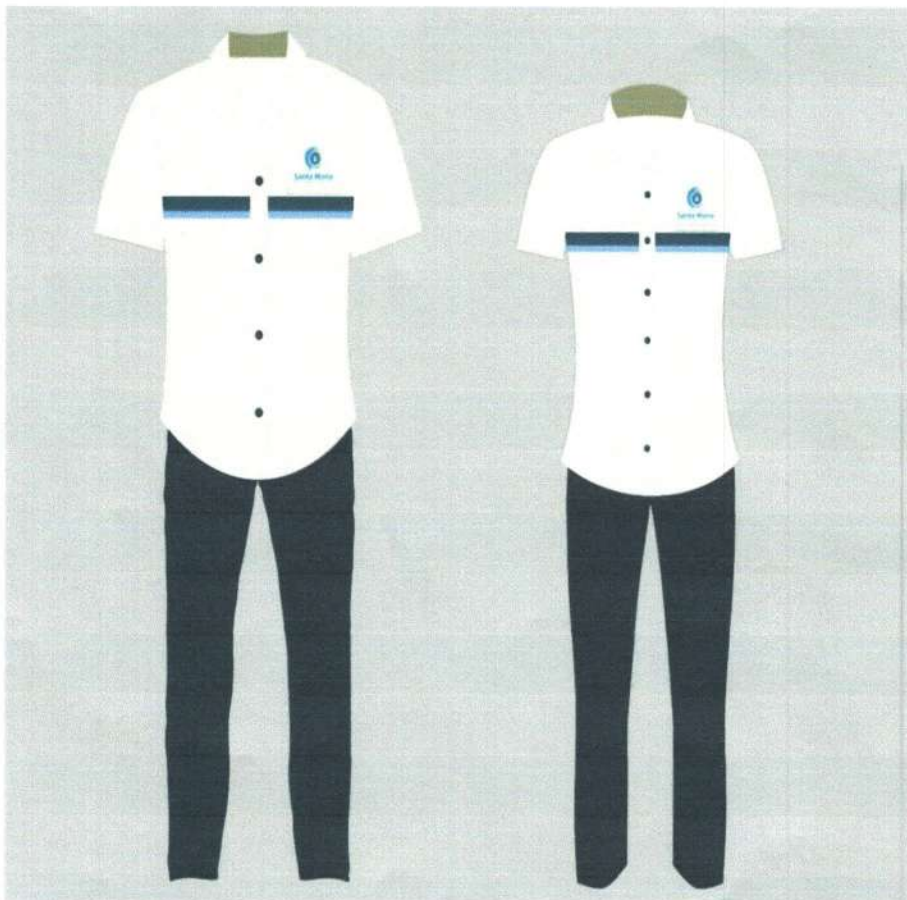
Date Received: _____

PROPOSED 2023 UNIFORM

Monday



Tuesday to Thursday (SMWD Official Uniform)



Friday



Corporate Jacket

