

	BAGUIO WATER DISTRICT BWD Compound, Utility Road, Baguio City 2600	Document No.	ADM-PUR-F003
	REQUEST FOR BIDS/QUOTATION (RQ)	Effectivity Date	February 15, 2020
		Revision No.	00

To: _____ <i>(Name of Supplier)</i>	RQ No.: 10 – 094
Contact Person: _____	PR / JO No.: 094
Address: _____	Date of RQ: October 28, 2022
Contact no.: _____	Purpose of RQ: Baguio Water District Calendar for customers

NOTE: DATA REQUIRED MUST BE FILLED UP COMPLETELY. FAILURE TO INDICATE THE PRICE VALIDITY, TERMS, WARANTY PERIOD AND DELIVERY PERIOD SHALL MEAN OUTRIGHT DISQUALIFICATION OF BIDS				
	Qty.	Description	U-Price	Total
VALIDITY DATE: _____ day (30 days minimum) DELIVERY : _____ working days _____ calendar days _____ FOB warehouse WARRANTY _____ calendar days upon acceptance. TERMS:	50,000 copies	Baguio Water District 2023 Calendar 22" x 34" x 12 pages Commercial Calendar Full Color Print Approved Budget Cost: ₱4,250,000.00 / lot Delivery: Partial Delivery of 50% (25,000) copies on or before 31 December 2022 Full Delivery of remaining 50% (25,000) copies on or before 15 January 2023 Please refer to the attached Terms of Reference <div>X X X X X</div> This is a two (2) envelope system: Envelope "A" to contain the following; among others: <ul style="list-style-type: none">a) A refundable bid bond in the form of cash, Manager's or Cashier's check equivalent to 2% or surety bond callable on demand issued by a surety or insurance company duly certified by the Insurance Commission equivalent to 5% of the total approved budget cost is required for a total purchase bid amount of ₱ 50,000.00 and above. Validity of the surety bond is 120 days from the date of opening of bids OR Bid Securing Declaration regardless of amount of bid;b) Submission of paper stock sample to be used;c) Terms of payment, delivery, warranty, bid validity and complete specifications;d) Proof of payment of a non-refundable fee of ₱5,000.00 is required; otherwise, bids shall not be opened Envelope "B" to contain the bid cost per unit. Pre-bid conference: November 11, 2022 9:30am via Zoom Application Meeting ID: 452 718 8447 Password: 9Buvqr		

By: Supplier or Authorized Representative: _____ (sign over printed name)		
Deadline of submission of bids: November 23, 2022	Opening of bids: 1:30 pm	
Prepared by: <u>M. Lamangan</u> PURCHASING	Noted by: <u>ATTY. MA. LUISA C. TENEDERO</u> BAC IN-HOUSE	<u>ENGR. REYNALDO C. JAYCO</u> BAC-TECHNICAL

**BWD RESERVES THE RIGHT TO REJECT BIDS &/OR DECLARE A FAILURE OF BIDDING
PURSUANT TO THE PERTINENT PROVISIONS OF RA 9184**
Telefax No. (074) 442-4858 (Purchasing) / 444-7246