



**METRO KIDAPAWAN WATER DISTRICT**

Lanao, Kidapawan City  
 Tel nos. (064)577-1533; 577-1885; Fax # (064) 572-5555  
 E-mail Address: metrokidapawan\_wd@yahoo.com  
 Website: www.metrokidapawanwd.gov.ph

"Committed to Service, Development and Self-Reliance"



ISO 9001:2015 Certified  
 Cert. No. 66478

**REQUEST FOR QUOTATION**

PR No. : 1018-005

DATE : \_\_\_\_\_

JO No. :

Name of Company:  
 Address:  
 Business Permit No:  
 TIN No.:

Please quote your best offer for the item/s described below, subject to the Terms and Conditions provided at the dorsal portion of this Request for Quotation. Submit your quotation duly signed by you or your duly authorized representative no later than OCTOBER 15, 2018.

Procurement Assistant A

After having carefully read and accepted the Terms and Conditions below, I/we submit our quotation/s for the item/s as follows:

ITEM #	ITEM DESCRIPTION	Approved Budget of the Contract	OFFER				REMARKS	
			QTY.	UNIT	UNIT PRICE	TOTAL		Compliance with technical specifications
					YES	NO		
1	FUNCTION ROOM WITH MEALS & ACCOMODATION ((GOOD FOR 24 PAX, SEE ATTACHED TOR FOR SPECIFICATIONS))	119,900.00	1.00	LOT		<input type="checkbox"/>	<input type="checkbox"/>	

GRAND TOTAL: \_\_\_\_\_

Signature Over Printed Name: \_\_\_\_\_

Contact Number (Landline/Cellphone)/Email Address \_\_\_\_\_

**TERMS AND CONDITIONS:**

- The mode of payment is within six (6) months.
- Bidders shall provide correct and accurate information required in this form.
- Bidders may quote for any at all times except for one (1) lot requisition.
- Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
- Price quotation/s, to be dominated in Philippine peso shall include all taxes, duties and/or levies payable.
- Quotations exceeding the Approved Budget for the Contract shall be rejected.
- Award of contract shall be made to the lowest quotation (for goods and infrastructure ) or, the highest rated offer (consulting services) which complies with the minimum technical specifications and other terms.
- Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s. **on the day of the activity**
- The item/s shall be delivered within    ( ) days from receipt of Purchase Order/Job Order Contract, Notice of Award (NOA) and Notice to Proceed (NTP). The awardee shall notify two (2) days before its delivery of goods and services.
- The MKWD shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
- Liquidated damages equivalent to one tenth of one percent (0.001%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The MKWD shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.



Republic of the Philippines  
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## TERMS OF REFERENCE

<b>PURPOSE</b>	Venue and Accommodation for the Final Presentation of 2019 and 2023 Strategic Business Plan and Updated COB for 2019 and 2023 on October 19-20, 2018	
<b>PARTICULARS</b>	<input checked="" type="checkbox"/> PR <input type="checkbox"/> JO No.: <u>10/18-DWS</u> Date: <u>October 1, 2018</u>	

<b>ITEMS, SPECIFICATIONS, AND DESCRIPTIONS</b>	
<b>1 lot ACCOMMODATION and VENUE</b>	
<b>SPECIFICATIONS:</b>	<b>1</b> Use of the function room for the whole duration <b>2</b> Function Hall can accommodate maximum of 25 participants <b>3</b> Free use of sound system and microphones <b>4</b> Rostrum with microphone <b>5</b> Free use of Projector <b>6</b> Backdrop for projector <b>7</b> Assistance of In-House Graphics Artist to set-up backdrop and other décor <b>8</b> Stand by Technician & Waiter <b>9</b> Clean Comfort Rooms <b>10</b> Free flowing coffee <b>11</b> AM Snacks Plated, Lunch Buffet, PM Snacks Plated, Dinner Buffet good for 24 pax <b>12</b> With paper and pencils <b>13</b> U Shape arrangement of tables and chairs <b>14</b>

*Note: For more than 6 items attach separate TOR Form. For More specifications attach necessary supporting document/s.*

<b>SOURCE OF FUND</b>	<b>APP/PPMP Item No.:</b> B.2.13 Item no. 13
	<b>Account No.:</b> 783

<b>MODES AND TERMS OF PAYMENT</b>	On the day of Activity
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<b>REQUIRED SERVICES</b>	Others specify: Free use of amenities during stay.
<input type="checkbox"/> Free Delivery	
<input type="checkbox"/> Free Product Demonstration	
<input type="checkbox"/> Free Installation	

<b>REQUIRED CERTIFICATIONS/ PERMITS</b>	Business Permit
<b>QUALIFICATIONS</b>	Complete and updated business documents

<b>AREA OF DELIVERY</b>	As awarded to winning bidder
<b>DATE OF DELIVERY</b>	October 19-20, 2018
<b>TIME OF DELIVERY</b>	as requested by requesting party
<b>WARRANTY PERIOD</b>	N/A
<b>RETENTION</b>	<b>Amount:</b> N/A
	<b>Duration:</b> N/A
<b>TAX INCLUSIVE</b>	YES

<b>OTHER CONDITIONS AND CONSTRAINTS</b>	
N/A	

<b>Prepared by:</b>	<i>[Signature]</i>	<b>Reviewed by:</b>	<i>[Signature]</i>
	<b>JOAN P. CAMANÓ</b>		<b>N/A</b>
	Supervising Internal Control Officer		Department Manager A
<b>Noted by:</b>	<i>[Signature]</i>	<b>Approved/Disapproved by:</b>	<i>[Signature]</i>
	<b>WILESPER LISANDRO M. ALQUEZA, CE/RMP/MBA</b>		<b>STELLA M. GONZALES, MPS</b>
	Material Standards Committee Chairman		General Manager