



REQUEST FOR QUOTATION

PR No. : _____

DATE : _____

JO No. : 0921-0017

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 not later than _____, 2021.

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						
			PRICE				Compliance with technical specifications		REMARKS
			QTY.	UNIT	UNIT PRICE	TOTAL	YES	NO	
	1 LOT RESTORATION, CORRECTIVE MEASURES AND MAINTENANCE OF MITSUBISHI L300 SGC 196 INCLUSIONS: - 1 LOT RECONDITIONING OF ENGINE (LABOR ONLY) A. CHANGING/REPLACEMENT OF ENGINE OIL WITH FULLY SYNTHETIC OIL, FUEL FILTER ASSEMBLY, OIL FILTER, AIR FILTER, FAN BELT, GEAR OIL, RADIATOR ASSEMBLY, RADIATOR HOSE & FUEL HOSE. - 1 LOT RECONDITIONING OF BRAKE, STEERING AND CLUTCH SYSTEM (LABOR ONLY) A. CHANGING/REPLACEMENT OF BRAKE FLUID; BRAKE ASSEMBLY, PRIMARY & SECONDARY CLUTCH MASTER ASSEMBLY AND HIGH TEMPERATURE GREASE - 1 LOT BODY REPAIR & UPHOLSTERY WORKS A. UPHOLSTERY/REPAIR OF ENTIRE SET COVER (LABOR & MATERIALS) B. BODY REPAIR INCLUDING SIDING, DOOR & UNDER CHASSIS (LABOR & MATERIALS) C. BODY REPAINTING (LABOR & MATERIALS) - 1 LOT REPLACEMENT OF WORN-OUT PARTS (LABOR SERVICES ONLY) A. REPLACEMENT OF TIRES, BATTERY & ITS ACCESSORIES	PhP: 102,055.06					<input type="checkbox"/>	<input type="checkbox"/>	

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.
- The item/s shall be delivered within 15 (15) 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.



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 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
			PRICE			Compliance with technical specifications			
			QTY.	UNIT	UNIT PRICE	TOTAL	YES	NO	
	PhP: 102,000.- B. REPLACEMENT OF SIDE MIRROR AND WIPER BLADE - 1 LOT GENERAL REWIRING/REPAIR INCLUDING REPLACEMENT OF DEFECTIVE LIGHTING & COVERS A. (LABOR AND MATERIALS) -WORK DURATION: 45 WORKING DAYS								

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.
- The item/s shall be delivered within ^{FOUR FIVE} (45) 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
METRO KIDAPAWAN WATER DISTRICT
 Lanao, Kidapawan City
 Tel nos. (064)577-1533, 577-1865, Fax no. (064) 572-5555
 E-mail Address: metrokidapawan_wd@yahoo.com
 Website: www.metrokidapawanwd.gov.ph
"Committed to Service, Development and Self-Reliance"



TERMS OF REFERENCE

PURPOSE	Restoration, Corrective Measures and maintenance of Mitsubishi L300 with Plate No. SGC 196.		
PARTICULARS	<input type="checkbox"/> PR <input checked="" type="checkbox"/> JO No.:	0921-007	Date: September 10, 2021
ITEMS, SPECIFICATIONS, AND DESCRIPTIONS			
ITEM 1 1-LOT RESTORATION, CORRECTIVE MEASURES AND MAINTENANCE OF MITSUBISHI L300 SGC 196.			
Scope of Works:			
<ul style="list-style-type: none"> ❖ 1-Lot Reconditioning of Engine (Labor only) <ul style="list-style-type: none"> - Changing/replacement of engine oil with fully synthetic oil, Fuel Filter Assembly, Oil Filter, Air Filter, Fan Belt, Gear Oil, radiator assembly, radiator hose and fuel hose. ❖ 1-Lot Reconditioning of Brake, steering and Clutch System (Labor only) <ul style="list-style-type: none"> - Changing/replacement of brake fluid; Brake Assembly, Primary & Secondary Clutch master assembly and High temperature grease ❖ 1-Lot Body Repair and Upholstery Works <ul style="list-style-type: none"> - Upholstery/repair of entire set cover (labor and materials) - Body repair including siding, doors and under chassis (labor and materials) - Body repainting (labor and materials) ❖ 1-Lot Replacement of worn-out parts (labor services only) <ul style="list-style-type: none"> - Replacement of tires, battery and its accessories - Replacement of Side Mirror and Wiper Blade ❖ 1-Lot General Rewiring /epair including replacement of defective lightings & covers <ul style="list-style-type: none"> - Labor and materials ❖ Work duration: 45 Working Days 			
<i>Note: For more than 6 items attach separate TOR Form. For More specifications attach necessary supporting documents.</i>			
SOURCE OF FUND	APP/PPMP Item No.:		
	Account No.:	CAPEX 2021	
MODES AND TERMS OF PAYMENT	60 Days upon completion		
REQUIRED SERVICES			
<input checked="" type="checkbox"/> Free Delivery <input type="checkbox"/> Free Product Demonstration <input type="checkbox"/> Free Installation		Others specify:	
REQUIRED CERTIFICATIONS/ PERMITS	Business Permit, Omnibus Sworn Statement		
QUALIFICATIONS	N/A		
AREA OF DELIVERY	Manongol Reservoir Complex, Brgy. Manongol, KC		
DATE OF DELIVERY	45 days after received of NTP		
TIME OF DELIVERY	8:00 A.M. to 5:00 P.M.		
WARRANTY PERIOD	One (1) Month Warranty		
RETENTION	Amount:	10% of Contract Cost	
	Duration:	1 month upon acceptance	
TAX INCLUSIVE	6% for VAT Registered		
OTHER CONDITIONS AND CONSTRAINTS			
The contractor to give notice five (5) prior to the delivery of services.			
Prepared by:		Reviewed by:	
 GUILLERMO B. BACLAYON Division Manager A		 MYRNA R. VICTORIA, MBA Department Manager A	
Noted by:		Approved/Disapproved by:	
 WILESPER LISANDRO M. ALQUEZA, CE/RMP/MBA Material Standards Committee Chairman		 STELLA M. GONZALES, MPS General Manager	

OMNIBUS SWORN STATEMENT

For Emergency Procurement under Republic Act No. 11469
Otherwise known as the "Bayanihan to Heal as One Act"

REPUBLIC OF THE PHILIPPINES
CITY/ MUNICIPALITY OF ____ S.S

AFFIDAVIT

I, _____, of legal age, _____, _____, and residing at _____, after having been duly sworn in accordance with law, do hereby depose and state that:

1. I am the sole proprietor of _____ of _____ with office address at _____;
2. As the owner and sole proprietor of OWNER AND SOLE PROPRIETOR of _____, I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding _____ of the _____;
3. _____ 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;
4. _____ commits to submit all the mandatory documentary requirements in items 4.1 of the guidelines for the Procurement Activities under RA No. 11469 or the Bayanihan to Heal as One Act at anytime before award of contract or after award but prior to payment of contract but before payments;
5. _____ confirms that the posting of a performance security has been dispensed with due to the urgent need for the procurement covered by Republic Act (RA) No. 11469 or the *Bayanihan* to Heal as One Act. In lieu thereof, _____ hereby to commits to perform and deliver all of the obligations and undertakings, including the warranty provisions under the contract covering the procurement at hand. _____ further agrees and accepts that failure to perform or deliver any of such obligations and undertakings shall result in Blacklisting of MKWD for two (2) years in all government procurement activities following the procedure under the Guidelines for the Procurement Activities under RA NO. 11469 or the *Bayanihan* to Heal as One Act. Moreover, in case advance payment was made or given, failure to perform or deliver any of said obligations and undertakings shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse to 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;
6. _____ warrants for the period stipulated in the contract covering the procurement at hand that the Goods or Infrastructure projects to be delivered shall be free from defects and conform with standards and technical specifications of the said contract;

7. Each of the documents submitted in the satisfaction of the bidding requirements is an authentic copy of the original, complete and statements and information provided therein are true and correct; _____ is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

9. I am 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 Officer or the end user unit; and the project consultants by consanguinity or affinity up to the third civil degree;

10. _____ complies with existing Labor laws and standards;

11. _____ is aware of and has undertaken the following responsibilities as a Bidder.

- a. Carefully examine all of the Procurement/Bidding documents;
- b. Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
- c. Made and estimate of the facilities available and needed for the contract to bid, if any; and
- d. Inquire or secure supplemental/Bid Bulletin(s) issued for (_____); and

12. _____ is 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.

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____, 20____
at _____, Philippines.

Bidder's Representative/ Authorized Signatory
[JURAT]