



**REQUEST FOR QUOTATION**

PR No. : \_\_\_\_\_

JO No. : 1021-0016

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

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 \_\_\_\_\_, 2017.

JINKY P. MORENO

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	
	PhP: _____ 1 LOT T-SHIRT (POLO SHIRT) SUBLIMATION PRINTING FOR THE 2021 MKWD 45TH ANNIVERSARY CELEBRATION ON DECEMBER 14, 2021  SPECIFICATIONS: 1. 257 PCS 2. MADE OF SPANDEX MATERIALS 3. POLO SHIRT TYPE 4. FULL SUBLIMATION TYPE UNIFORM 5. SEE ATTACHED SAMPLE DESIGN						<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.
- 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  
**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



ISO 9001:2015 Certified  
 Cert. No. 66478

## TERMS OF REFERENCE

<b>PURPOSE</b>	FOR 45TH ANNIVERSARY CELEBRATION ON DEC. 14, 2021		
<b>PARTICULARS</b>	<input type="checkbox"/> PR	<input checked="" type="checkbox"/> JO No.: 1021-001e	Date: October 21, 2021

ITEMS, SPECIFICATIONS, AND DESCRIPTIONS	
<b>ITEM 1</b> <b>LABOR AND MATERIALS FOR 257 PCS</b> <b>SUBLIMATION POLO SHIRT</b>  <b>SPECIFICATIONS:</b> 1. Made of Spandex Materials 2. Polo Shirt type 3. Full sublimation type uniform 4. See attached sample design	<b>ITEM 2</b>  <b>SPECIFICATIONS:</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>Account No.:</b>	783
<b>MODES AND TERMS OF PAYMENT</b>	90 days after delivery	
<b>REQUIRED SERVICES</b>		
<input type="checkbox"/> Free Delivery	Others specify: N/A	
<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>	MKWD Compound	
<b>DATE OF DELIVERY</b>	December 9, 2021	
<b>TIME OF DELIVERY</b>	Office Hours	
<b>WARRANTY PERIOD</b>		
<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>	<b>Reviewed by:</b>	
 <b>JOAN C. NODALO, CPA</b> SICO / Chairperson - 2021 45th Anniversary Polo Shirt Committee		
<b>Noted by:</b>	<b>Approved/Disapproved by:</b>	
 <b>WILESPER LISANDRO M. ALQUEZA, CE/RMP/MBA</b> Material Standards Committee Chairman	 <b>STELLA M. GONZALES, MPS</b> General Manager	