



**REQUEST FOR QUOTATION**

PR No. : 1121-008

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 not later than \_\_\_\_\_, 2021.

ANNY 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: _____	0.00							
1	OFFICE TABLES ((SEE ATTACHED "ANNEX A" FOR TECHNICAL SPECIFICATIONS))		13.00	UNIT	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	
2	MONOBLOCK CHAIRS (HEAVY DUTY ((SEE ATTACHED "ANNEX A" FOR TECHNICAL SPECIFICATIONS))		15.00	PC	_____	_____	<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](mailto:metrokidapawan_wd@yahoo.com)

Website: [www.metrokidapawanwd.gov.ph](http://www.metrokidapawanwd.gov.ph)

**"Committed to Service, Development and Self-Reliance"**

OFFICE OF THE ASSISTANT GENERAL MANAGER FOR OPERATIONS



ISO 9001:2015 Certified  
 Cert. No. 66478

## TERMS OF REFERENCE

<b>PURPOSE</b>	<b>PURCHASE OF ECD AND WMCF TABLES AND CHAIRS</b>		
<b>PARTICULARS</b>	<input checked="" type="checkbox"/> PR <input type="checkbox"/> JO No.:	2 -008	Date: November 08, 2021

<b>ITEMS, SPECIFICATIONS, AND DESCRIPTIONS</b>	
<b>ITEM 1</b>	Office Tables - 13 units
<b>SPECIFICATIONS:</b> Please see attached "ANNEX A" for Technical Specifications	
<b>ITEM 2</b>	Monoblock Chairs (Heavy duty) - 15 pcs
<b>SPECIFICATIONS:</b> Please see attached "ANNEX A" for Technical Specifications	

*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>	LWUA ADB- Equity

<b>MODES AND TERMS OF PAYMENT</b>	Within ninety (90) days upon delivery
-----------------------------------	---------------------------------------

<b>REQUIRED SERVICES</b>	
<input checked="" type="checkbox"/> Free Delivery <input type="checkbox"/> Free Product Demonstration <input type="checkbox"/> Free Installation	Others specify:

<b>REQUIRED CERTIFICATIONS/ PERMITS</b>	
<b>QUALIFICATIONS</b>	

<b>AREA OF DELIVERY</b>	MKWD Manongol Reservoir Complex, Brgy. Manongol, Kidapawan City
<b>DATE OF DELIVERY</b>	Upon issuance of Notice of Award (NOA) and Notice to Proceed (NTP)
<b>TIME OF DELIVERY</b>	9:00AM - 4:00PM

<b>WARRANTY PERIOD</b>	N/A	
<b>RETENTION</b>	<b>Amount:</b>	N/A
	<b>Duration:</b>	N/A
<b>TAX INCLUSIVE</b>	Tax inclusive in ABC	

<b>OTHER CONDITIONS AND CONSTRAINTS</b>
Furnitures/Supplies which are found defective and non-conformance to the set standards and specifications must be replaced by the supplier.

Prepared by:  <b>KELVIN E. RUPISAN, CE</b> Division Manager A-PDD	Reviewed by:  <b>RAMIL A. CONDEZ, CE, RMP, MBA</b> Department Manager A - ECD
Noted by:  <b>WILESPER LISANDRO M. ALQUEZA, CE, RMP, MBA</b> AGM for Operations	Approved/Disapproved by:  <b>STELLA M. GONZALES, MPS</b> General Manager



**ANNEX A. PURCHASE OF ECD AND WMCF TABLES AND CHAIRS**

Item	Item Description	Technical Specifications
1	Office Tables - 13 units	
		Type A- 3 units
		Office Table Top Grade Mdf With Wood Vener. with Attached Keyboard Tray and CPU Holder And Key Baord Tray
		Material : Wood
		Finish: From Gloss, Matt, Textured, & Wood Grain
		Color: Black
		Dimension: 140 cm x 70 cm x 76 cm
		Type B- 10 units
		Office Table Top Grade Mdf With Wood Vener. with Attached Keyboard Tray and CPU Holder And Key Baord Tray
		Material : Wood
		Finish: From Gloss, Matt, Textured, & Wood Grain
		Color: Black
		Dimension: 120 cm x 60 cm x 76 cm
2	Monoblock Chairs (Heavy duty) - 15 pcs	Durable, strong and reliable material
		Color : White
		Load : more than 200 kg
		Stool size : 38cm x 34cm
		Body size : 40 x 38 x 79cm