



REQUEST FOR QUOTATION

PR No. : 1121-011

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.

 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: _____	0.00							
1	EXECUTIVE OFFICE TABLE ((SEE ATTACHED TOR FOR SPECIFICATION))		4.00	UNIT	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	
2	FOLDING TABLE HEAVY DUTY ((SEE ATTACHED TOR FOR SPECIFICATION))		6.00	UNIT	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	
3	CHAIRS HEAVY DUTY ((SEE ATTACHED TOR FOR SPECIFICATION))		50.00	UNIT	_____	_____	<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
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 E-mail Address: metrokidapawan_wd@yahoo.com
 Website: www.metrokidapawanwd.gov.ph
 "Committed to Service, Development and Self-Reliance"



TERMS OF REFERENCE

PURPOSE	For new WRPMD Building chairs and tables		
PARTICULARS	<input checked="" type="checkbox"/> PR <input type="checkbox"/> JO No.:	Date:	11/10/2021

ITEMS, SPECIFICATIONS, AND DESCRIPTIONS	
ITEM 1: Executive Office Tables (4 units) SPECIFICATIONS: 1 size: 120 cmx 60 cmx 76 cm 2 wood	ITEM 2: Heavy duty Folding table (6 unit) SPECIFICATIONS: 1 Rectangular 2 6 ft 3 Black
ITEM 3: Heavy duty chairs (50 units) SPECIFICATIONS: 1 Monobloc 2 black 3 standard size	

Note: For more than 6 items attach separate TOR Form. For More specifications attach necessary supporting documents.

SOURCE OF FUND	APP/PPMP Item No.:	
	Account No.:	CAPEX -011

MODES AND TERMS OF PAYMENT	
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REQUIRED SERVICES	
<input checked="" type="checkbox"/> Free Delivery <input type="checkbox"/> Free Product Demonstration <input type="checkbox"/> Free Installation	Others specify: N/A

REQUIRED CERTIFICATIONS/ PERMITS	Business Permit
	TIN Number

QUALIFICATIONS	N/A
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AREA OF DELIVERY	WRPMD BUILDING, LTPF Compound Brgy. Perez Kid City
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DATE OF DELIVERY	week days
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TIME OF DELIVERY	9:00 am to 4:00 pm
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WARRANTY PERIOD	N/A
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RETENTION	Amount:	
	Duration:	

TAX INCLUSIVE	Yes
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OTHER CONDITIONS AND CONSTRAINTS

Prepared by:	Reviewed by:
N/A Division Manager A	ELBEN S. DAQUIPA, CE/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