



REQUEST FOR QUOTATION

PR No. : _____

DATE : _____

JO No. : 1221-0009

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 PhP: _____	OFFER					
			PRICE			Compliance with technical specifications		REMARKS
			QTY.	UNIT	UNIT PRICE	TOTAL	YES	
	1 LOT HIRING OF ELECTRICAL RETAINER FOR REPAIR AND MAINTENANCE OF MKWD OFFICES/FACILITIES FOR THE PERIOD OF ONE (1) YEAR FROM JANUARY 1, 2022 TO DECEMBER 31, 2022 SPECIFICATIONS (SEE ATTACHED TOR): 1. CONTRACT PERIOD: JANUARY 1, 2022 TO DECEMBER 31, 2022 2. SERVICES TO BE RENDERED AT LEAST THREE (3) TIMES PER WEEK (MINIMUM OF SIX (6) WORKING HOURS PER WEEK) 3. AVAILABILITY OF SERVICES DURING EMERGENCIES 4. PERFORM REGULAR CHECK BASED ON MAINTENANCE SCHEDULE - SEE ANNEX A					<input type="checkbox"/>	<input type="checkbox"/>	

Please submit the following requirements:

- Mayor's Permit
- Professional License/Curriculum (Consulting Services)
- Philgeps Registration Number
- PCAB License (Infra)
- Income Business Tax Return
- Omnibus Sworn Statements

OTHER TERMS AND CONDITIONS:

1. The mode of payment is within Six (6) months Three (3) months Two (2) months One (1) month.
2. Bidders shall provide correct and accurate information required in this form.
3. Bidders may quote for any at all times except for one (1) lot requisition.
4. Price quotation/s must have:
 - validity - Thirty (30) Calendar days
 - inclusion of tax
 - Quotations exceeding the Approved Budget for the Contract shall be rejected.
 - Award of contract shall be made to the lowest quotation (for goods and services)
 - Erasures or overwriting is not allowed unless signed by duly authorized representative/s.
5. The item/s shall be delivered within ____ () days / months from receipt of Notice to Proceed (NTP) with Purchase Order & Notice of Award (NOA) and Job Order Contract & Notice of Award (NOA).
6. The awardee shall notify two (2) days before its delivery of goods and services.
7. The MKWD shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
8. 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"
 OFFICE OF THE ASSISTANT GENERAL MANAGER FOR OPERATIONS



TERMS OF REFERENCE

PURPOSE	1 LOT HIRING OF ELECTRICAL RETAINER FOR REPAIR AND MAINTENANCE OF MKWD OFFICES FOR THE PERIOD OF ONE (1) YEAR FROM JANUARY 1, 2022 TO DECEMBER 31, 2022.		
PARTICULARS	<input type="checkbox"/> PR <input checked="" type="checkbox"/> JO No.:	1221-0009	Date: December 3, 2021

ITEMS, SPECIFICATIONS, AND DESCRIPTIONS	
ITEM 1	1 LOT HIRING OF ELECTRICAL RETAINER FOR REPAIR AND MAINTENANCE OF MKWD OFFICES FOR THE PERIOD OF ONE (1) YEAR FROM JANUARY 1, 2022 TO DECEMBER 31, 2022. / <i>December 31, 2022</i>
SPECIFICATIONS: 1 CONTRACT PERIOD: JANUARY 1, 2022 TO DECEMBER 31, 2022 2 SERVICES TO BE RENDERED AT LEAST THREE (3) TIMES A WEEK (MINIMUM OF 6 WORKING HOURS PER WEEK) 3 AVAILABILITY OF SERVICES DURING EMERGENCIES 4 PERFORM REGULAR CHECK UP BASED ON MAINTENANCE SCHEDULE - SEE "ANNEX A" 5 OBSERVE SAFETY PROTOCOLS AND PROCEDURES AT ALL TIMES 6 SCOPE OF WORK (SEE ATTACHED)	

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

SOURCE OF FUND	APP/PPMP Item No.:	
	Account No.:	793
MODES AND TERMS OF PAYMENT	MONTHLY PER ACCOMPLISHMENT	

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 PERMITS
QUALIFICATIONS	N/A

AREA OF DELIVERY	MKWD Main Office, Brgy. Lanao, KC
DATE OF DELIVERY	Upon issuance of Purchase Order
TIME OF DELIVERY	8:00AM to 5:00PM

WARRANTY PERIOD	N/A	
RETENTION	Amount:	N/A
	Duration:	N/A
TAX INCLUSIVE	6% for VAT Registered	

OTHER CONDITIONS AND CONSTRAINTS
N/A

Prepared by: <i>[Signature]</i> GUILLERMO B. BACLAYON Division Manager A	Reviewed by: <i>[Signature]</i> MYRNA R. VICTORIA, MBA Department Manager A
Noted by: <i>[Signature]</i> WILESPER LISANDRO M. ALQUEZA, CE/RMP/MBA Material Standards Committee Chairman	Approved/Disapproved by: <i>[Signature]</i> 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 _____ with office address at _____;
2. As the 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 for _____ 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 _____ 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;

8. _____ 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. _____ dis 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]