



REQUEST FOR QUOTATION

PR No. : _____

DATE : _____

JO No. : 0122-0009

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 _____, 2022.

ANKY 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				Compliance with technical specifications		REMARKS
			PRICE		TOTAL	YES	NO		
			QTY.	UNIT PRICE					
	PhP: _____ 1 LOT LABOR & MATERIALS FOR THE INSTALLATION OF WINDOW BLINDS AT WRPMD OFFICE BUILDING SPECIFICATIONS: (SEE ATTACHED TERMS OF REFERENCE) - INSTALLATION OF WINDOW BLINDS - TYPE: PVC VENETIAN VERTICAL BLINDS - COLOR: LIGHT BLUE - LIFT CONTROL: MANUAL - CORD LEFT AND RIGHT CONTROL - PLATE SIZE: 4 INCHES WIDTH - WITH COMPLETE ACCESSORIES - WORK DURATION: 21 WORKING DAYS					<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:

- The mode of payment is within Six (6) months Three (3) months Two (2) months One (1) month.
- 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 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 Twenty one (21) 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.



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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:

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			PRICE		Compliance with technical specifications			
PhP: _____			QTY.	UNIT	UNIT PRICE	TOTAL	YES	NO

GRAND TOTAL: _____

Signature Over Printed Name: _____

Contact Number (Landline/Cellphone)/Email Address _____

Please submit the following requirements:

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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



PURPOSE	1 LOT LABOR AND MATERIALS FOR THE INSTALLATION OF WINDOW BLINDS AT WRPMD OFFICE BUILDING		
PARTICULARS	<input type="checkbox"/> PR <input checked="" type="checkbox"/> JO No.:	022-0009	Date: January 10, 2022

ITEMS, SPECIFICATIONS, AND DESCRIPTIONS

ITEM 1	1 LOT LABOR AND MATERIALS FOR THE INSTALLATION OF WINDOW BLINDS AT WRPMD OFFICE BUILDING		
SPECIFICATIONS:	1 LOT LABOR AND MATERIALS FOR THE FOLLOWING: - INSTALLATION OF WINDOW BLINDS - TYPE: PVC VENETIAN VERTICAL BLINDS - COLOR: LIGHT BLUE - LIFT CONTROL: MANUAL - CORD LEFT AND RIGHT CONTROL - PLATE SIZE: 4 INCHES WIDTH - WITH COMPLETE ACCESSORIES - WORK DURATION: 21 WORKING DAYS		
	No.	Location	Unit
	FRONTSIDE:		
	1.	Window1	1-unit
	2.	Window2	1-unit
	3.	Window3	1-unit
	4.	Window4	1-unit
	RIGHTSIDE:		
	5.	Window5	1-unit
	6.	Window6	1-unit
			Dimension (H x W)
			W-3.30m x H-2.10m
			W-4.70m x H-2.46m
			W-2.45m x H-2.26m
			W-2.45m x H-2.26m
			W-4.70m x H-2.26m
			W-5.70m x H-2.26m

SOURCE OF FUND	APP/PPMP Item No.:	
	Account No.:	CAPEX 2022
MODES AND TERMS OF PAYMENT	Within sixty (60) days	

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	n/a
TIME OF DELIVERY	n/a

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:	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