



### REQUEST FOR QUOTATION

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

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

JO No. : 0222-0001

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.

\_\_\_\_\_  
 JIMMY 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
	1 LOT RESTORATION AND REFURBISHMENT OF MITSUBISHI CANTER WITH PLATE NO. SGA 693  INCLUSIONS:  1 LOT RECONDITIONING OF ENGINE (LABOR ONLY) - CHANGING/REPLACEMENT OF ENGINE OIL WITH SYSTHETIC OIL, FUEL FILTER ASSEMBLY, OIL FILTER, AIR FILTER, FAN BELT AND GEAR OIL  1 LOT RECONDITIONING OF BRAKE AND CLUTCH SYSTEM (LABOR ONLY) - RECONDITIONING OF BRAKE AND CLUTCH AND STEERING SYSTEM:	PhP: _____						<input type="checkbox"/> YES <input type="checkbox"/> NO	

**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 one hundred (100) 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.



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JINKY P. MORENO

Procurement Assistant A

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			QTY.	UNIT	UNIT PRICE	TOTAL	YES	NO	
	P20CHANGING/REPLACEMENT OF BRAKE FLUID; BRAKE, PRIMARY & SECONDARY CLUTCH MASTER ASSEMBLY AND GREASING  1 LOT BODY REPAIR AND UPHOLSTERY WORKS (LABOR & MATERIALS) - UPHOLSTERY/REPAIR OF ENTIRE SET COVER (LABOR & MATERIALS) - BODY REPAIR INCLUDING SIDING, TAIL GATE, DOORS, AND UNDER CHASIS - BODY REPAINTING (LABOR & MATERIALS)  1 LOT REPLACEMENT OF WORN-OUT PARTS (LABOR SERVICES ONLY) - REPLACEMENT OF TIRES, BATTERY AND ITS ACCESSORIES								

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*JIMMY P. MORENO*  
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 Procurement Assistant A

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			PRICE				Compliance with technical specifications		
			QTY.	UNIT	UNIT PRICE	TOTAL	YES	NO	
	PhP: _____ - REPLACEMENT OF SIDE MIRROR AND WIPER BLADE  1 LOT GENERAL REWIRING/REPAIR INCLUDING REPLACEMENT OF DEFECTIVE LIGHTINGS & COVERS - LABOR & MATERIALS  WORK DURATION: 100 WORKING DAYS								

GRAND TOTAL: \_\_\_\_\_

Signature Over Printed Name: \_\_\_\_\_

Contact Number (Landline/Cellphone)/Email Address \_\_\_\_\_

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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](mailto:metrokidapawan_wd@yahoo.com)  
 Website: [www.metrokidapawanwd.gov.ph](http://www.metrokidapawanwd.gov.ph)  
**"Committed to Service, Development and Self-Reliance"**



ISO 9001:2015 Certified  
 Cert. No. 66478

### TERMS OF REFERENCE

<b>PURPOSE</b>	Restoration and refurbishment of Mitsubishi Canter with Plate No. SGA 693.		
<b>PARTICULARS</b>	<input type="checkbox"/> PR <input checked="" type="checkbox"/> JO No.:	0222-0001	Date: January 28, 2022
<b>ITEMS, SPECIFICATIONS, AND DESCRIPTIONS</b>			
<b>ITEM 1 1-LOT RESTORATION AND REFURBISHMENT OF MITSUBISHI CANTER</b>			
Scope of Works:			
<ul style="list-style-type: none"> <li>❖ 1-Lot Reconditioning of Engine (Labor only)           <ul style="list-style-type: none"> <li>- Changing/replacement of engine oil with synthetic oil, Fuel Filter Assembly, Oil Filter, Air Filter, Fan Belt and Gear Oil</li> </ul> </li> <li>❖ 1-Lot Reconditioning of Brake and Clutch System (Labor only)           <ul style="list-style-type: none"> <li>- Reconditioning of brake, clutch and steering system: P20 Changing/replacement of brake fluid; Brake, Primary &amp; Secondary Clutch master assembly and greasing</li> </ul> </li> <li>❖ 1-Lot Body Repair and Upholstery Works (Labor and materials)           <ul style="list-style-type: none"> <li>- Upholstery/repair of entire set cover (labor and materials)</li> <li>- Body repair including siding, tail gate, doors and under chassis</li> <li>- Body repainting (labor and materials)</li> </ul> </li> <li>❖ 1-Lot Replacement of worn-out parts (labor services only)           <ul style="list-style-type: none"> <li>- Replacement of tires, battery and its accessories</li> <li>- Replacement of Side Mirror and Wiper Blade</li> </ul> </li> <li>❖ 1-Lot General Rewiring /repair including replacement of defective lightings &amp; covers           <ul style="list-style-type: none"> <li>- Labor and materials</li> </ul> </li> <li>❖ Work duration: 100 Working Days</li> </ul>			
<i>Note: For more than 6 items attach separate TOR Form. For More specifications attach necessary supporting document/s.</i>			
<b>SOURCE OF FUND</b>	<b>APP/PPMP Item No.:</b>		
	<b>Account No.:</b>	841-RM of Office Vehicle	
<b>MODES AND TERMS OF PAYMENT</b>	30 Days upon completion		
<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>	Business Permit, Omnibus Sworn Statement		
<b>QUALIFICATIONS</b>	N/A		
<b>AREA OF DELIVERY</b>	Manongol Reservoir Complex, Brgy. Manongol, KC		
<b>DATE OF DELIVERY</b>	100 days after received of NTP		
<b>TIME OF DELIVERY</b>	8:00 A.M. to 5:00 P.M.		
<b>WARRANTY PERIOD</b>	One (1) Month Warranty		
<b>RETENTION</b>	<b>Amount:</b>	10% of Contract Cost	
	<b>Duration:</b>	1 month upon acceptance	
<b>TAX INCLUSIVE</b>	6% for VAT Registered		
<b>OTHER CONDITIONS AND CONSTRAINTS</b>			
N/A			
Prepared by:		Reviewed by:	
 <b>GUILLERMO B. BACLAYON</b> Division Manager A		 <b>MYRNA R. VICTORIA, MBA</b> Department Manager A	