

**METRO KIDAPAWAN WATER DISTRICT**

Lanang, Kidapawan City  
 Tel nos. (064)577-1533, 577-1865, Fax # (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

**REQUEST FOR QUOTATION**

PR No. : 0422-023

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 \_\_\_\_\_, 2022.

  
 MARKY 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						REMARKS
			PRICE			Compliance with technical specifications		TOTAL	
			QTY.	UNIT	UNIT PRICE	YES	NO		
	Php: 0.00	0.00							
1	OIL, ENGINE OIL #40		80.00	liter			<input type="checkbox"/>	<input type="checkbox"/>	
2	FUEL, FUEL FILTER (#800141538)		2.00	pc			<input type="checkbox"/>	<input type="checkbox"/>	
3	OIL, FILTER OIL (#800101493)		2.00	pc			<input type="checkbox"/>	<input type="checkbox"/>	
4	FUEL, FUEL FILTER (SEPARATOR)		2.00	pc			<input type="checkbox"/>	<input type="checkbox"/>	
5	OIL, GEAR OIL (#90)		4.00	pail			<input type="checkbox"/>	<input type="checkbox"/>	
6	OIL, lubricant grease		32.00	kls			<input type="checkbox"/>	<input type="checkbox"/>	
7	OIL, OIL #10		4.00	pail			<input type="checkbox"/>	<input type="checkbox"/>	
8	FILTER, AIR CLEANER FILTER		1.00	pc			<input type="checkbox"/>	<input type="checkbox"/>	
9	SPRAY, ELECTRICAL CONTACT CLEANER		4.00	BOT			<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 **FIVE (5) days** / months from receipt of Notice of 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

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JINIK P. MORENO

Procurement Assistant A

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			PRICE	Compliance with technical specifications			
PhP:	QTY.	UNIT PRICE	TOTAL	YES	NO		
		0.00					

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

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

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

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## TERMS OF REFERENCE

<b>PURPOSE</b>	PROCUREMENT OF COMMON SUPPLIES FOR THE PREVENTIVE MAINTENANCE OF HYDRAULIC EXCAVATOR XCMG MD FOR THE REMAINING MONTHS OF CY 2022.		
<b>PARTICULARS</b>	<input checked="" type="checkbox"/> PR <input type="checkbox"/> JO No.:	0422 - 023	Date: April 08, 2022

ITEMS, SPECIFICATIONS, AND DESCRIPTIONS			
<b>ITEM 1: ENGINE OIL #40</b>	<b>SPECIFICATIONS:</b>	<b>ITEM 2: FUEL FILTER #800141538</b>	
1 QTY: 80 LITERS	1 QTY: 2 PCS		
2 CF 15W/40 Engine Oil	2 FUEL FILTER #800141538, See sample		
<b>ITEM 3: OIL FILTER #800101493</b>	<b>SPECIFICATIONS:</b>	<b>ITEM 4: FUEL/FILTER SEPARATOR</b>	
1 QTY: 2 PCS	1 QTY: 2-PCS		
2 OIL FILTER #800101493, See sample	2 Heavy duty use, See sample		
<b>ITEM 5: GEAR OIL #90</b>	<b>SPECIFICATIONS:</b>	<b>ITEM 6: GREASE</b>	
1 QTY: 4-PAIL	1 QTY: 32-KLS		
2 GL-4 SAE140 Gear Oil	2 # Highly pressured lithium-based grease		
<b>ITEM 7: OIL #10</b>	<b>SPECIFICATIONS:</b>	<b>ITEM 8: AIR CLEANER FILTER</b>	
1 QTY: 4 PAIL	1 QTY: 1-PC		
2 CF 10W/30 Engine Oil	2 See sample		
<b>ITEM 9: ELECTRICAL CONTACT CLEANER SPRAY</b>	<b>SPECIFICATIONS:</b>		
1 QTY: 4-BOT			
2 200mL Contact Cleaner Spray			

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>	841 - RM of Motor Vehicles WRPMD
	<b>Account No.:</b>	841 - RM of Motor Vehicles WRPMD
<b>MODES AND TERMS OF PAYMENT</b>	Within 30 days after delivery	

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

<b>REQUIRED CERTIFICATIONS / PERMITS</b>	Business Permit
<b>QUALIFICATIONS</b>	N/A
<b>AREA OF DELIVERY</b>	MKWD Main Office, Brgy. Lanao, Kid. City
<b>DATE OF DELIVERY</b>	Upon issuance of Purchase Order
<b>TIME OF DELIVERY</b>	8:00 A.M. to 5:00 P.M.
<b>WARRANTY PERIOD</b>	N/A
<b>RETENTION</b>	<b>Amount:</b> N/A
	<b>Duration:</b> N/A
<b>TAX INCLUSIVE</b>	6% for VAT Registered

### OTHER CONDITIONS AND CONSTRAINTS

The supplier shall give notice five (5) days prior to the delivery of items.

Prepared by:	Reviewed by:
<b>GUILLERMO B. BACLAYON</b> Division Manager A	<b>MYRNA R. VICTORIA, MBA</b> Department Manager A
Noted by:	Approved/Disapproved by: