



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@ynao.com

Website: www.metrokidapawanwd.gov.ph

"Committed to Service, Development and Self-Reliance"



ISO 9001:2015 Certified
Cert. No. 66478

TERMS OF REFERENCE

PURPOSE	For issuance of official receipts to customers		
PARTICULARS	<input type="checkbox"/> PR <input checked="" type="checkbox"/> JO No.:	OG22 - 0004	Date: June 1, 2022

ITEMS, SPECIFICATIONS, AND DESCRIPTIONS	
ITEM 1 - Official Receipt	ITEM 2
SPECIFICATIONS:	SPECIFICATIONS:
1 112 boxes of ORs	1
2 4,000 ORs in a box	2
3 New series of OR will start at OR No.5652001	3
4 See attached sample	4
ITEM 3	ITEM 4
SPECIFICATIONS:	SPECIFICATIONS:
1	1
2	2
3	3
4	4
ITEM 5	ITEM 6
SPECIFICATIONS:	SPECIFICATIONS:
1	1
2	2
3	3
4	4

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.: B.2.10, Item No. 3
	Account No.: 756

MODES AND TERMS OF PAYMENT	180 days upon delivery
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REQUIRED SERVICES	Others specify:
<input checked="" type="checkbox"/> Free Delivery	
<input type="checkbox"/> Free Product Demonstration	
<input type="checkbox"/> Free Installation	

REQUIRED CERTIFICATIONS/ PERMITS	Copy of BIR Form No. 0605
	Copy of Authority to Print
	Copy of Application for Authority to Print
	Must be a Recognized Government Printer (RGP)

AREA OF DELIVERY	MKWD Office
DATE OF DELIVERY	30 days upon complete delivery
TIME OF DELIVERY	Weekdays, 8:00am-5:00pm

WARRANTY PERIOD	None
RETENTION	Amount: None
	Duration: None
TAX INCLUSIVE	Yes

OTHER CONDITIONS AND CONSTRAINTS	None
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Prepared by:	 MELYN Y. LEYSA Division Manager	Reviewed by:	 ROSAURO O. DAGA, MBA OIC- Department Manager, FSD
Noted by:	 WILESPER LISANDRO M. ALQUEZA, CE/RMP/MBA Material Standards Committee Chairman	Approved/Disapproved by:	 STELLA M. GONZALES, MPS General Manager

OFFICIAL RECEIPT



of the

REPUBLIC OF THE PHILIPPINES

METRO KIDAPAWAN WATER DISTRICT

LANAO, KIDAPAWAN CITY

NON-VAT TIN 000-558-015-000

ISO 9001:2015

Cert. No. 66478

PAYOR _____

ACCOUNT NO. _____

DATE: _____

NATURE OF COLLECTION

AMOUNT

5% S/C Discount

Fran. Fax

CASH

CHECK

No. **5214507**

TOTAL:

RECEIVED THE AMOUNT STATED ABOVE

TELLER

PRINTER'S NAME:	TIN:	PRINTER'S ACCREDITATION NO.	DATE ISSUED:	EXPIRY DATE:
APD PRODUCTION UNIT, INC.	000-596-233-000	038MP201900000000107	01-15-19	01-15-24
PMA BLDG., VISAMIS AVE., BRIG. VISERA, DAVAO CITY				
PTU NO.	BXS/BALT NO.	SETS	COPIES PER SET	SERIAL NO.
LOOSELEAF	112 Bxs	4000	1	5204001-5652000
			BIR ATP NO.	EXPIRY DATE:
			2AU0002689803	05-20-26

PAYOR _____

ACCOUNT NO. _____

DATE: _____

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REQUEST FOR QUOTATION

PR No. : _____
 JO No. : 0622-0007

DATE : _____

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.

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:

ITEM #	ITEM DESCRIPTION	Approved Budget of the contract	OFFER				REMARKS
			QTY.	UNIT PRICE	TOTAL	Compliance with technical specifications	
			YES	NO			
	PhP: _____						

GRAND TOTAL: _____

Signature Over Printed Name: _____

Contact Number (Landline/Cellphone)/Email Address _____

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 thirty (30) 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.