



Republic of the Philippines
METRO KIDAPAWAN WATER DISTRICT
 Lanao, Kidapawan City
 Tel nos. (064)577-1533, 577-1865, Fax # (064) 572-5555
 E-mail Address: metrokidapawan_wd@yahoo.com
 Website: www.metrokidapawanwd.gov.ph
 "Committed to Service, Development and Self-Reliance"



REQUEST FOR QUOTATION

PR No. : 0822-025

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.

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	
			PRICE				Compliance with technical specifications			
			QTY.	UNIT	UNIT PRICE	TOTAL	YES	NO		
	PhP: _____	0.00								
1	HOTEL ACCOMODATION ((4 DAYS AND 3 NIGHTS INCLUSIVE OF BREAKFAST, 6 ROOM TWIN BED AND 3 ROOMS TWIN BED WITH EXTRA BED))		1.00	LOT				<input type="checkbox"/>	<input type="checkbox"/>	

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. *Payment upon check-in thru check*
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 ~~four~~ *(4)* 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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TERMS OF REFERENCE

PURPOSE	1 LOT HOTEL ACCOMMODATION (4 DAYS AND 3 NIGHTS INCLUSIVE OF BREAKFAST) FOR SOCEMVIC PARTICIPANTS IN TAGUM CITY ON SEPTEMBER 28-30, 2022		
PARTICULARS	<input checked="" type="checkbox"/> PR <input type="checkbox"/> JO No.:	Date:	Aug 23, 2022

ITEMS, SPECIFICATIONS, AND DESCRIPTIONS	
ITEM 1 SPECIFICATIONS: 1 Inclusion: Breakfast 2 Airconditioned 3 With cold and hot shower 4 With free Wi-fi 5	ITEM 2 SPECIFICATIONS: 1 2 3 4 5
ITEM 3 SPECIFICATIONS: 1 2	ITEM 4 SPECIFICATIONS: 1 2

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.:	

MODES AND TERMS OF PAYMENT	Payment upon check-in thru Cheque
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REQUIRED SERVICES	
<input type="checkbox"/> Free Delivery <input type="checkbox"/> Free Product Demonstration <input type="checkbox"/> Free Installation	Others specify:

REQUIRED CERTIFICATIONS/ PERMITS	N/A	
QUALIFICATIONS	N/A	
AREA OF DELIVERY	N/A	
DATE OF DELIVERY	September 28-30, 2022	
TIME OF DELIVERY	N/A	
WARRANTY PERIOD	N/A	
RETENTION	Amount:	N/A
	Duration:	N/A
TAX INCLUSIVE	YES	

OTHER CONDITIONS AND CONSTRAINTS

Prepared by:	Approved/Disapproved by:
 MICHAEL S. ESPEJO Requisitioner	N/A Department Manager
 WILESPER LISANDRO M. ALQUEZA, CE/RMP/MBA Material Standards Committee Chairman	 STELLA M. GONZALES, MPS General Manager