



REQUEST FOR QUOTATION

PR No. : _____
 JO No. : 1018-0006
 Name of Company: _____
 Address: _____
 Business Permit No: _____
 TIN No.: _____

DATE : _____

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 no later than October 12, 2018.

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	
		PtP: <u>₱0.000.00</u>	YES	NO			
	1 UNIT 18K GOLD BRACELET 30 GRAMS (NET) FOR THE LOYALTY AWARD OF MR. ABRAHAM S. CALAWEN JR. WHO HAVE RENDERED 30 YEARS IN GOVERNMENT SERVICE BASED ON THE DECEMBER 20, 2017 APPROVED REVISED PRAISE SECTION 6.1 AND APPROVED AMENDMENTS		<input type="checkbox"/>	<input type="checkbox"/>			

GRAND TOTAL: _____

Signature Over Printed Name: _____

Contact Number (Landline/Cellphone)/Email Address _____

TERMS AND CONDITIONS:

- The mode of payment is within six (6) months.
- 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 be valid for a period of thirty (30) calendar days from the date of submission.
- Price quotation/s., to be dominated in Philippine peso shall include all taxes, duties and/or levies payable.
- Quotations exceeding the Approved Budget for the Contract shall be rejected.
- Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (consulting services) which complies with the minimum technical specifications and other terms .
- Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
- The item/s shall be delivered within ____ () days from receipt of Purchase Order/Job Order Contract, Notice of Award (NOA) and Notice to Proceed (NTP). The awardee shall notify two (2) days before its delivery of goods and services.
- The MKWD shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
- 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.



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: metroidapawan_wd@yahoo.com
 Website: www.metrokidapawanwd.gov.ph



ISO 9001:2015 Certified
 Cert. No. 66478

"Committed to Service, Development and Self-Reliance"
 OFFICE OF THE ASSISTANT GENERAL MANAGER FOR OPERATIONS

TERMS OF REFERENCE

PURPOSE	For the Loyalty award of Mr. Abraham S. Calawen, Jr. who have rendered 30 Years in government service based on the December 20, 2017 approved Revised PRAISE section 6.1 and approved amendments		
PARTICULARS	<input type="checkbox"/> PR	O No.: 1018-1014	Date: September 24, 2018
ITEMS, SPECIFICATIONS, AND DESCRIPTIONS			
ITEM 1	1 unit 18 K GOLD BRACELET 30 GRAMS (NET)	ITEM 2	
SPECIFICATIONS:	Specifications: 30 GRAMS (NET)	SPECIFICATIONS:	1 2 3 4
		SPECIFICATIONS:	1 2 3 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 3.2.9	
	Account No.:	788	
MODES AND TERMS OF PAYMENT	within the contract period to accomplishment		
REQUIRED SERVICES			
<input checked="" type="checkbox"/> Free Delivery	Others specify:		
<input type="checkbox"/> Free Product Demonstration			
<input type="checkbox"/> Free Installation			
REQUIRED CERTIFICATIONS/ PERMITS	Business Permit		
QUALIFICATIONS	Complete and updated business documents		
AREA OF DELIVERY	MKWD Office		
DATE OF DELIVERY	19-Oct-18		
TIME OF DELIVERY	8:00 AM		
WARRANTY PERIOD	N/A		
RETENTION	Amount:	N/A	
	Duration:	N/A	
TAX INCLUSIVE	YES		
OTHER CONDITIONS AND CONSTRAINTS			
N/A			
Prepared by:	Reviewed by:		
MERUJE E. AVILA Division Manager A - AHRD	ROSAURO O. DAGA, MBA Department Manager A		
Noted by:	Approved/Disapproved by:		
WILSPER LISANDRO M. ALQUEZA, CE/RMP/MBA Material Standards Committee Chairman	STELLA M. GONZALES, MPS General Manager		