



REQUEST FOR QUOTATION

PR No. : 0620-007

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 _____, 2020.

 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		
	PhP: _____	962,550.00								
1	MEALS AND SNACKS ((SEE ATTACHED TOR & PREFERRED MENU))		1.00	LOT	_____	_____		<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: metrokidapawan_wd@yahoo.com

Website: www.metrokidapawanwd.gov.ph

"Committed to Service, Development and Self-Reliance"



TERMS OF REFERENCE

PURPOSE	Meals and Snacks for different MKWD office meetings for the 2nd Semester of CY 2020.		
PARTICULARS	<input checked="" type="checkbox"/> PR <input type="checkbox"/> JO No.:	0620-007	Date: June 4, 2020

ITEMS, SPECIFICATIONS, AND DESCRIPTIONS	
ITEM 1	ITEM 2
SPECIFICATIONS:	SPECIFICATIONS:
1 "See attached preferred menu"	1
2	2
3	3
4	4
ITEM 3	ITEM 4
SPECIFICATIONS:	SPECIFICATIONS:
1	1
2	2
3	3
ITEM 5	ITEM 6
SPECIFICATIONS:	SPECIFICATIONS:
1	1
2	2
3	3

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.:	Items no. 1-7
	Account No.:	783

MODES AND TERMS OF PAYMENT	90 days after delivery
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REQUIRED SERVICES	
<input checked="" type="checkbox"/> Free Delivery <input type="checkbox"/> Free Product Demonstration <input type="checkbox"/> Free Installation	Others specify: Free use of utensils and table cloth with skirting. With standby crew as requested. Foods must be delivered within the time requested.

REQUIRED CERTIFICATIONS/ PERMITS	Business Permit
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QUALIFICATIONS	Complete and updated business documents
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AREA OF DELIVERY	MKWD Compound, Brgy. Lanao, Kidapawan City
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DATE OF DELIVERY	Withint he date and time requested
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TIME OF DELIVERY	as requested by requesting party
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WARRANTY PERIOD	N/A
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RETENTION	Amount:	N/A
	Duration:	N/A

TAX INCLUSIVE	YES
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OTHER CONDITIONS AND CONSTRAINTS	N/A
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OTHER CONDITIONS AND CONSTRAINTS	N/A
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Prepared by:	Reviewed by:
BRENDANIL PADUGA SICO-B	N/A Department Manager A
Noted by:	Approved/Disapproved by:
WILESPER LISANDRO M. ALQUEZA, CE/RMP/MBA Material Standards Committee Chairman	STELLA M. GONZALES, MPS General Manager



SUMMARY OF SNACKS AND MEALS EXPENSE FOR DIFFERENT DEPARTMENT AND DIVISION MEETINGS AND OFFICE ACTIVITIES FOR THE 2ND SEMESTER OF 2020

Set A @ 200/head	Set B @ 100/head	Set C @ 85/head	Set D @ 75/head	Set E @ 40/head
4 viands	Barbecues	Spag/Palabok	Burgers/	Sandwiches
Side dish/veggies	Soup	Noodles	Meatbreads	Juice/
Rice	Rice	Toasted Bread	Softdrinks	Coffee
Dessert	Soft drinks	Softdrinks		
Soft drinks				

JULY-AUGUST 2020							
# of Meeting	Activities/Meetings	# of Heads	Type of Meal		Estimated Cost		Total
			Snack	Lunch	Snack	Lunch	
10	Technical Meeting	15	Set C		Php85.00		Php12,750.00
4	Other Activities	50	Set C	Set A	Php85.00	Php200.00	Php57,000.00
2	Division Meeting	215	Set C		Php85.00		Php36,550.00
2	Department Meeting	205	Set C		Php85.00		Php34,850.00
6	AGMs Committee Mtg.	15	Set D		Php85.00		Php7,650.00
6	Presentations	15	Set C		Php85.00		Php7,650.00
6	Workshop/Seminars	25	Set C	Set A	Php85.00	Php200.00	Php42,750.00
Total for the Month							Php199,200.00

SEPTEMBER-OCTOBER 2020							
# of Meeting	Activities/Meetings	# of Heads	Type of Meal		Estimated Cost		Total
			Snack	Lunch	Snack	Lunch	
10	Technical Meeting	15	Set C		Php85.00		Php12,750.00
4	Other Activities	50	Set C	Set A	Php85.00	Php200.00	Php57,000.00
2	Division Meeting	215	Set C		Php85.00		Php36,550.00
2	Department Meeting	205	Set C		Php85.00		Php34,850.00
6	AGMs Committee Mtg.	15	Set D		Php85.00		Php7,650.00
6	Presentations	15	Set C		Php85.00		Php7,650.00
6	Workshop/Seminars	25	Set C	Set A	Php85.00	Php200.00	Php42,750.00
Total for the Month							Php199,200.00

NOVEMBER-DECEMBER 2020							
# of Meeting	Activities/Meetings	# of Heads	Type of Meal		Estimated Cost		Total
			Snack	Lunch	Snack	Lunch	
10	Technical Meeting	15	Set C		Php85.00		Php12,750.00
4	Other Activities	50	Set C	Set A	Php85.00	Php200.00	Php57,000.00
2	Division Meeting	215	Set C		Php85.00		Php36,550.00
2	Department Meeting	205	Set C		Php85.00		Php34,850.00
6	AGMs Committee Mtg.	15	Set D		Php85.00		Php7,650.00
6	Presentations	15	Set C		Php85.00		Php7,650.00
6	Workshop/Seminars	25	Set C	Set A	Php85.00	Php200.00	Php42,750.00
Total for the Month							Php199,200.00
GRAND TOTAL FOR THE 2ND SEMESTER							Php597,600.00

SUMMARY OF SNACKS AND MEALS EXPENSE FOR THE 2ND SEMESTER OF 2020

No.	Particulars	Meeting	No. of Heads	No. of Meetings
1	Snacks	Executive Meeting	20	30
2	Lunch	Executive Meeting	20	30
3	Snacks	Top Level Mgmt. Mtng.	15	30
4	Snacks	Caucus Meeting	10	30
5	Snacks	Round Table Discussion	10	30
6	Snacks	Meeting with Visitors	15	18
7	Lunch	Meeting with Visitors	15	18
8	Snacks	Special Meetings	15	18
9	Snacks	Emergency Meetings	10	18
10	Snacks	Technical Meeting	15	30
11	Snacks	Other Activities	50	12
12	Lunch	Other Activities	50	12
13	Snacks	Division Meeting	215	6
14	Snacks	Department Meeting	205	6
15	Snacks	AGMs Committee Mtg.	15	18
16	Snacks	Presentations	15	18
17	Snacks	Workshop/Seminars	25	18
18	Lunch	Workshop/Seminars	25	18