



REQUEST FOR QUOTATION

PR No. : _____

DATE : _____

JO No. : 1120-0014

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 DEC. 01, 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	
	PhP: <u>124,890.00</u> 1 LOT T-SHIRT (POLO SHIRT) PRINTING FOR THE 2020 MKWD 44TH ANNIVERSARY CELEBRATION ON DECEMBER 14, 2020 SPECIFICATIONS: 1. 227 PCS - SEE ATTACHED SIZE LIST 2. POLO-SHIRT TYPE 3. INCLUSIVE OF LABOR AND MATERIALS 4. SEE ATTACHED SAMPLE/DESIGN						<input type="checkbox"/> YES <input type="checkbox"/> NO	

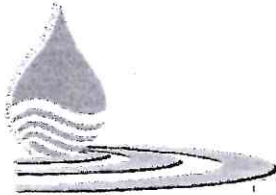
GRAND TOTAL: _____

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 ten (10) 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	1 LOT T-SHIRT (POLO SHIRT) PRINTING FOR THE 2020 MKWD 44TH ANNIVERSARY CELEBRATION ON DECEMBER 14, 2020		
PARTICULARS	<input type="checkbox"/> PR <input checked="" type="checkbox"/> JO No.:	1120-0014	Date: 25-Nov-20

ITEMS, SPECIFICATIONS, AND DESCRIPTIONS

ITEM 1 FABRICATION OF POLO SHIRT	ITEM 2
SPECIFICATIONS: 1 Qty: 227 Pcs (SEE ATTACHED SIZES LIST) 2 Type: Poloshirt 3 Labor and Materials 4 See attached Sample/ Design 5	SPECIFICATIONS: 1 2 3 3 4
ITEM 3	ITEM 4
SPECIFICATIONS: 1 3	SPECIFICATIONS: 1 3
ITEM 5	ITEM 6
SPECIFICATIONS: 1 2 3	SPECIFICATIONS: 1 2 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.:	783
	Account No.:	783

MODES AND TERMS OF PAYMENT	Payable within 90 days from 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:
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REQUIRED CERTIFICATIONS/ PERMITS	N/A
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QUALIFICATIONS	N/A
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AREA OF DELIVERY	MKWD - AHRD OFFICE
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DATE OF DELIVERY	Monday to Friday
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TIME OF DELIVERY	8:00am to 3:00pm
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WARRANTY PERIOD	N/A
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RETENTION	Amount: N/A
	Duration: N/A

TAX INCLUSIVE	Yes if applicable
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OTHER CONDITIONS AND CONSTRAINTS

Return item in case of non conformance.

Prepared by:	Reviewed by:
 MYRNA R. VICTORIA, MBA Department Manager A	MYRNA R. VICTORIA, MBA 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