



Republic of the Philippines  
**METRO KIDAPAWAN WATER DISTRICT**  
 Lanza, Kidapawan City  
 Tel nos. (064)577-1333, 577-1865, Fax # (064) 572-5555  
 E-mail Address: [metrokidapawan\\_wd@yehco.com](mailto:metrokidapawan_wd@yehco.com)  
 Website: [www.metrokidapawanwd.gov.ph](http://www.metrokidapawanwd.gov.ph)  
 "Committed to Service, Development and Self-Reliance"



**REQUEST FOR QUOTATION**

PR No. : 1120-004

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						REMARKS
			PRICE		Compliance with technical specifications				
			QTY.	UNIT	UNIT PRICE	TOTAL	YES	NO	
1	TIRES (LUG-TYPE 10.00-20 WITH FLAP AND INTERIOR)	PhP: <u>72,000.00</u>	4.00	PCS	_____	_____	<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.



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### TERMS OF REFERENCE

<b>PURPOSE</b>	REPLACEMENT OF 4-PCS TIRES OF XCMG XE150 HYDRAULIC EXCAVATOR OF MAINTENANCE DEPARTMENT		
<b>PARTICULARS</b>	<input checked="" type="checkbox"/> PR <input type="checkbox"/> JO No.:	1120-004	Date: November 16, 2020

ITEMS, SPECIFICATIONS, AND DESCRIPTIONS	
<b>ITEM 1 4-PCS TIRES</b>	
<b>SPECIFICATIONS:</b>	
1	TYPE: LUG TYPE 10.00 - 20
2	WITH FLAP AND INTERIOR

*Note: For more than 6 items attach separate TOR Form. For More specifications attach necessary supporting document/s.*

<b>SOURCE OF FUND</b>	<b>APP/PPMP Item No.:</b>	
	<b>Account No.:</b>	830 - Repair and Maintenance of Heavy Equipment

<b>MODES AND TERMS OF PAYMENT</b>	Payable within 90 days after delivery
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REQUIRED SERVICES	
<input type="checkbox"/> Free Delivery <input type="checkbox"/> Free Product Demonstration <input type="checkbox"/> Free Installation	Others specify:

<b>REQUIRED CERTIFICATIONS/ PERMITS</b>	Business Permit
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<b>QUALIFICATIONS</b>	N/A
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<b>AREA OF DELIVERY</b>	MKWD Main Office, Brgy. Lanao, Kid. City
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<b>DATE OF DELIVERY</b>	Upon issuance of Purchase Order
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<b>TIME OF DELIVERY</b>	8:00 A.M. to 5:00 P.M.
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<b>WARRANTY PERIOD</b>	N/A
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<b>RETENTION</b>	<b>Amount:</b>	N/A
	<b>Duration:</b>	N/A

<b>TAX INCLUSIVE</b>	6% for VAT Registered
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OTHER CONDITIONS AND CONSTRAINTS
N/A

<b>Prepared by:</b>  GUILLERMO B. BACLAYON Division Manager A	<b>Reviewed by:</b>  MYRNA R. VICTORIA, MBA Department Manager A
<b>Noted by:</b>  WILESPER LISANDRO M. ALQUEZA, CE/RMP/MBA Material Standards Committee Chairman	<b>Approved/Disapproved by:</b>  STELLA M. GONZALES, MPS General Manager