



REQUEST FOR QUOTATION

PR No. : _____

JO No. : 0521-0019

DATE : _____

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 _____, 2021.

 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: <u>95,000/-</u> 1 LOT LABOR AND MATERIALS FOR THE MAINTENANCE OF XD-XCMG HYDRAULIC EXCAVATOR SPECIFICATIONS (SEE ATTACHED TOR): 1. REPAIR AND REPLACEMENT OF: - 1 PC. STARTIC RELAY - 1 PC. SHUT-OFF VALVE - 1 PC. HIGH PRESSURE SWITCH - 1 PC. EMERGENCY STOP SWITCH 2. TO BE DONE BY AN ACCREDITED XCMG HYDRAULIC EXCAVATOR SUPPLIER						<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	1-LOT LABOR AND MATERIALS FOR THE CORRECTIVE MAINTENANCE OF XCMG XE150 HYDRAULIC EXCAVATOR OF CONSTRUCTION DIVISION		
PARTICULARS	<input type="checkbox"/> PR <input checked="" type="checkbox"/> JO No.:	2571-0019	Date: May 17, 2021

ITEMS, SPECIFICATIONS, AND DESCRIPTIONS	
ITEM 1	1-LOT LABOR AND MATERIALS
SPECIFICATIONS:	
1	> REPAIR AND REPLACEMENT OF THE FOLLOWING: - 1-PC STARTIC RELAY - 1-PC SHUT-OFF VALVE - 1-PC HIGH PRESSURE SWITCH - 1-PC EMERGENCY STOP SWITCH > INCLUSIVE OF LABOR AND MATERIALS > SERVICES SHOULD BE DONE BY AN ACCREDITED XCMG HYDRAULIC EXCAVATOR SUPPLIER

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.:	CAPEX 2021
MODES AND TERMS OF PAYMENT	Payable within 90 days after delivery / <i>FOR USE ON OPERATIONAL</i>	
REQUIRED SERVICES		
<input type="checkbox"/> Free Delivery	Others specify:	
<input type="checkbox"/> Free Product Demonstration		
<input type="checkbox"/> Free Installation		
REQUIRED CERTIFICATIONS/ PERMITS	Business Permit	
QUALIFICATIONS	N/A	
AREA OF DELIVERY	MKWD Main Office, Brgy. Lanao, Kid. City	
DATE OF DELIVERY	Upon issuance of Purchase Order	
TIME OF DELIVERY	8:00 A.M. to 5:00 P.M.	
WARRANTY PERIOD	1-MONTH WARRANTY	
RETENTION	Amount:	N/A
	Duration:	N/A
TAX INCLUSIVE	6% for VAT Registered	

OTHER CONDITIONS AND CONSTRAINTS
N/A

Prepared by: <i>[Signature]</i> GUILLERMO B. BACLAYON Division Manager A	Reviewed by: <i>[Signature]</i> ROSAURO O. DAGA, MBA Department Manager A
Noted by: <i>[Signature]</i> WILESPER LISANDRO M. ALQUEZA, CE/RMP/MBA Material Standards Committee Chairman	Approved/Disapproved by: <i>[Signature]</i> STELLA M. GONZALES, MPS General Manager