



REQUEST FOR QUOTATION

PR No. : 0521-008

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 _____, 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						REMARKS	
			PRICE				Compliance with technical specifications			
			QTY.	UNIT	UNIT PRICE	TOTAL	YES	NO		
	Php: <u>50,000.00</u>									
1	COMPUTER SET W/ COMPLETE ACCESSORIES & 3-IN-1 OFFICE PRINTER ((SEE ATTACHED TOR FOR SPECIFICATIONS))		1.00	SET				<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.



TERMS OF REFERENCE

PURPOSE	For CMD office supply used		
PARTICULARS	<input checked="" type="checkbox"/> PR <input type="checkbox"/> JO No.:	0521-008	Date: February 1, 2021

ITEMS, SPECIFICATIONS, AND DESCRIPTIONS	
ITEM 1 - 1 Computer Set SPECIFICATIONS: 1 see attached specification 2 3 4	ITEM 2 SPECIFICATIONS: 1 2 3 4
ITEM 3 SPECIFICATIONS: 1 2 3 4	ITEM 4 SPECIFICATIONS: 1 2 3 4
ITEM 5 SPECIFICATIONS: 1 2 3 4	ITEM 6 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.:	Item No. 4
	Account No.:	755

MODES AND TERMS OF PAYMENT	within 60 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:

REQUIRED CERTIFICATIONS/ PERMITS	With Purchase Permit
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QUALIFICATIONS	None
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AREA OF DELIVERY	MKWD Office
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DATE OF DELIVERY	Monday-Friday
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TIME OF DELIVERY	8:00am-5:00pm
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WARRANTY PERIOD	1 year
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RETENTION	Amount: None
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	Duration: None
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TAX INCLUSIVE	Yes
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OTHER CONDITIONS AND CONSTRAINTS
Return in case of non-compliance.

Prepared by: <div style="text-align: center;"> MELYN Y. MEYSA Division Manager, CM </div>	Reviewed by: <div style="text-align: center;"> ELSIE N. GUILARAN, MBA OIC-Department Manager, FSD </div>
Noted by: <div style="text-align: center;"> WILESPER LISANDRO M. ALQUEZA, CE/RMP/MBA Material Standards Committee Chairman </div>	Approved/Disapproved by: <div style="text-align: center;"> STELLA M. GONZALES, MPS General Manager </div>