

METRO KIDAPAWAN WATER DISTRICT
 Lungsod Kidapawan City
 Telephone: (084) 577-1533, 577-1885, Fax #: (084) 572-5355
 E-mail Address: metrokidapawan_wd@yahoo.com
 Website: www.metrokidapawanwd.gov.ph
 "Committed to Service, Development and Self-Reliance"



REQUEST FOR QUOTATION

PR No. : _____
 JO No. : 0721-0010
 Name of Company: _____
 Address: _____
 Business Permit No: _____
 TIN No.: _____

DATE : _____

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.


 MINKY P. MORENO

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 PRICE	TOTAL	YES		NO
	1 LOT HIRING OF I.T. RETAINER SERVICES FOR THE PERIOD COVERED JANUARY 1, 2022 TO DECEMBER 31, 2024 SEE ATTACHED TOR FOR DETAILED SPECIFICATIONS	Php: 648,000.00						

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 ~~Three (3) days~~ ^{7 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

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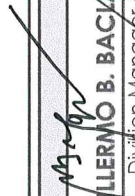
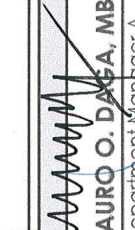
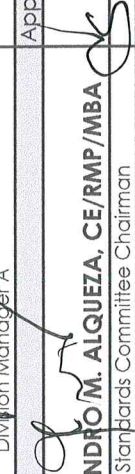

OFFICE OF THE ASSISTANT GENERAL MANAGER FOR OPERATIONS



ISO 9001:2015 Certified
Cert. No. 66478

TERMS OF REFERENCE

PURPOSE	FOR IT RETAINER CONTRACT COVERING THE PERIOD 2022-2024.		
PARTICULARS	<input type="checkbox"/> PR	JO No.: <u>074-2020</u>	Date: June 15, 2021
ITEM 1) 1-LOT RETAINER SERVICE CONTRACT ON ALL COMPUTER SYSTEMS USED BY MKWD OFFICE			
SPECIFICATIONS:			
<p>1. To provide repair, maintenance, and enhancement to the existing modules of the electronic systems used by MKWD, which are the following:</p> <ul style="list-style-type: none"> a. Meter Reading, Billing and Collection Management System with Customer Service Feature (MRBCMS) including the preventive maintenance of the Android Meter Reading gadgets in coordination with the in-house technical personnel; b. Asset and Supply Management System (ASMS); c. Human Resource Management System (HRMS) including the enhancement of payroll system to include monitoring of individual employees Loans and Premiums from GSIS, Pag-IBIG, PhilHealth, and other related institutions with MOA at the Office; d. Billing and Accounting Management System (BAMS) including the stand-alone Budget Monitoring System; e. MKWD Online Customer Service Portal including Online Payment portals in coordination with the in-house technical personnel and concerned third-party collecting partners. <p>2. Ensure that the gadgets used in the systems are in working conditions including the server as the host of all deployed systems.</p> <p>3. Submit recommendation to the Department Managers for any IT related solutions that can help to improve the current system used by MKWD subject to budget consideration.</p> <p>4. To be on-call (ready available) if there will be problems in the system that cannot be solved by the office technical staff through online support or if the presence of the programmers will be necessary to troubleshoot the said technical problem of the system.</p> <p>5. Perform at least 40 hours a month for maintenance and/or repair of all electronic systems based on the request of the system users and the needed preventive maintenance of the system.</p> <p>6. Manage and maintain the networking and connection, in coordination with the office technical staff, of all the electronic systems per Department and Division.</p> <p>7. Submit monthly accomplishment report to the General Services Division.</p> <p>8. Report to General Services office prior to and after execution of works. RITMF relating to enhancement and repair of system must be submitted to GSD for proper recording.</p>			

SOURCE OF FUND		APP/PPMP Item No.: 6
		Account No.: 793
MODES AND TERMS OF PAYMENT		
Monthly upon submission of work accomplishments		
REQUIRED SERVICES		
<input type="checkbox"/> Free Delivery <input type="checkbox"/> Free Product Demonstration <input type="checkbox"/> Free Installation		Others specify:
REQUIRED CERTIFICATIONS/ PERMITS		
PhilGEPS Certificate, Notarized Omnibus Sworn Statement Business Permit		
QUALIFICATIONS		
N/A		
AREA OF DELIVERY		
MKWD, Lanao Kidapawan City		
DATE OF DELIVERY		
MONDAY TO FRIDAY		
TIME OF DELIVERY		
8:00 am -5:00 pm		
WARRANTY PERIOD		
N/A		
RETENTION		
Amount: N/A		
DURATION		
N/A		
TAX INCLUSIVE		
6% for VAT Registered		
OTHER CONDITIONS AND CONSTRAINTS		
Prepared by: 		
GUILLERMO B. BACAYON		Reviewed by: 
Division Manager A		ROSAURO O. DAGA, MBA Department Manager A
Noted by: 		
WILESPER LISANDRO M. ALQUEZA, CE/RMP/MBA		Approved/Disapproved by: 
Material Standards Committee Chairman		STELLA M. GONZALES, MPS General Manager

0721-0018