



METRO KIDAPAWAN WATER DISTRICT
 Lando, Kidapawan City
 Tel nos. (064) 877-1533, 577-1555, Fax # (064) 572-5555
 Email Address: metrokidapawan.wd@yohda.com
 Website: www.metrokidapawan.wd.gov.ph
 "Committed to Service, Development and Self-Reliance"



REQUEST FOR QUOTATION

PR No. : 0721-011

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.

JHINKY 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				Compliance with technical specifications		REMARKS
			QTY.	UNIT	UNIT PRICE	TOTAL	YES	NO	
PhP: 267,400.00									
1	BALLPEN, BLACK GOOD QUALITY		138.00	pc				<input type="checkbox"/>	
2	BATTERY, BATTERY CHARGER FOR AA (DOUBLE PORT)		1.00	pc				<input type="checkbox"/>	
3	BOARD, CHIP BOARD		4.00	pc				<input type="checkbox"/>	
4	CALCULATOR, ORD.8-DIGIT,BIG DISPLAY		2.00	pc				<input type="checkbox"/>	
5	CALCULATOR, SCIENTIFIC		3.00	pc				<input type="checkbox"/>	
6	CARTRIDGE, RIBBON CARTRIDGE FX2175		5.00	pc				<input type="checkbox"/>	
7	CLEAR, CLEAR BOOK FOLDER (Long) (GREEN/BLUE)		12.00	pc				<input type="checkbox"/>	
8	CONTINUOUS, CONTINUOUS FORM 2 PLY		4.00	box				<input type="checkbox"/>	
9	11X9 1/2 CONTINUOUS, CONTINUOUS FORM 2 PLY		4.00	box				<input type="checkbox"/>	
10	11X9 1/2 (CARBONLESS) CORRECTION, CORRECTION TAPE		50.00	pc				<input type="checkbox"/>	
11	CUTTER, CUTTER HEAVY DUTY(L.0.5 MM, G.0.6MM)		3.00	pc				<input type="checkbox"/>	
12	drive, FLASH 16GB CAPACITY USB		4.00	pc				<input type="checkbox"/>	
13	ENVELOP, ENVELOP EXPANDABLE LONG (GOOD QUALITY)		200.00	pc				<input type="checkbox"/>	
14	FOLDER, FOLDER LONG ORDINARY-BROWN		200.00	pc				<input type="checkbox"/>	
15	GLUE, GLUE		7.00	bois				<input type="checkbox"/>	
16	GLUE, PADDING GLUE		7.00	JAR				<input type="checkbox"/>	
17	INK, INK CANNON 810 (BLACK)		10.00	pc				<input type="checkbox"/>	
18	INK, INK CANNON 811 (COLORED)		8.00	pc				<input type="checkbox"/>	

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 initiated by you or any of your duly authorized representative/s.
- The item/s shall be delivered within (SEVEN) (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.

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ISO 9001:2015 Certified
 Cert. No. 55479

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JIMMY 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	UNIT PRICE	TOTAL	
	PhP: 267,400.00	267,400.00					
19	INK, INK FLOW - BLACK		80.00	bois			<input type="checkbox"/>
20	INK, INK FLOW - CYAN		32.00	bois			<input type="checkbox"/>
21	INK, INK FLOW - MAGENTA		31.00	bois			<input type="checkbox"/>
22	INK, INK FLOW - YELLOW		32.00	BOT			<input type="checkbox"/>
23	Molar, molar file		10.00	pc			<input type="checkbox"/>
24	PAPER, canon (long) blue		1.00	ream			<input type="checkbox"/>
25	PAPER, CLIP BACKFOLD 19MM		15.00	boxes			<input type="checkbox"/>
26	PAPER, CLIP BACKFOLD 25MM		20.00	box			<input type="checkbox"/>
27	PAPER, CLIP BACKFOLD 32MM		30.00	boxes			<input type="checkbox"/>
28	PAPER, CLIP BACKFOLD 50MM		20.00	boxes			<input type="checkbox"/>
29	PAPER, CLIP GEM TYPE JUMBO 32MM		15.00	box			<input type="checkbox"/>
30	100S/BOX		21.00	box			<input type="checkbox"/>
31	PAPER, CLIP GEM TYPE JUMBO 48MM		28.00	box			<input type="checkbox"/>
32	PAPER, FASTENER METAL NON-SHARP						<input type="checkbox"/>
33	EDGE, 50SETS, HOLE-HOLE 7CM		28.00	pc			<input type="checkbox"/>
34	PAPER, NOTE PAD (2X3) 100 SHEETS/PAD		20.00	pc			<input type="checkbox"/>
35	PAPER, NOTE PAD (3X3) 100 SHEETS/PAD		16.00	pc			<input type="checkbox"/>
36	PAPER, NOTE PAD (3X4) 100 SHEETS/PAD		351.00	ream			<input type="checkbox"/>
37	PAPER, PAPER BOOK A4 SIZE		348.00	ream			<input type="checkbox"/>
38	PAPER, PAPER BOOK LONG (LEGAL SIZE)		8.00	pad			<input type="checkbox"/>
39	PUNCHER, PUNCHER (HEAVY DUTY, BIG)		7.00	pc			<input type="checkbox"/>
	RECORD, RECORD BOOK 300 LVS. (7 `` X 11 ``)		40.00	pc			<input type="checkbox"/>

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- 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 **SEVEN (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.

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 JINKY P. MORENO
 Procurement Assistant A

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			PRICE		Compliance with technical specifications		
			QTY.	UNIT	UNIT PRICE	TOTAL	
		PhP: 267,400.00					
40	RECORD, RECORD BOOK 500 LVS. (7" X 11")		35.00	pc			<input type="checkbox"/>
41	RIBBON, RIBBON COMPUTER		30.00	roll			<input type="checkbox"/>
42	RUBBER, BOND MULTI-COLOR		34.00	box			<input type="checkbox"/>
43	SCISSORS, SCISSORS 158MM LENGHT (HEAVY DUTY, BIG)		7.00	pcs			<input type="checkbox"/>
44	SIGN, SIGN PEN (BLACK)		141.00	PC.			<input type="checkbox"/>
45	SIGNPEN, SIGNPEN (BLUE)		20.00	pc			<input type="checkbox"/>
46	STAPLE, STAPLE WIRE NO. 35		26.00	box			<input type="checkbox"/>
47	STAPLER, STAPLER W/ REMOVER		7.00	pc			<input type="checkbox"/>
48	T, THREAD BALL		6.00	roll			<input type="checkbox"/>
49	TAPE, DUCT TAPE (2 INCH)		6.00	pc			<input type="checkbox"/>
50	TAPE, TRANSPARENT (1" X 24MM WIDTH		30.00	roll			<input type="checkbox"/>
51	FOLDER, FOLDER EXECUTIVE GREEN LONG (W/ METAL TAB)		13.00	pc			<input type="checkbox"/>

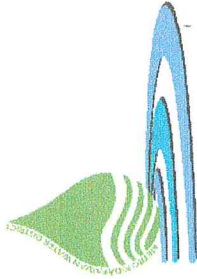
GRAND TOTAL: _____

Signature Over Printed Name: _____

Contact Number (Landline/Celiphone)/Email Address _____

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- Bidders shall provide correct and accurate information required in this form.
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- 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 initiated by you or any of your duly authorized representative/s.
- The item/s shall be delivered within **SIX (6)** 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 (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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ISO 9001:2015 Certified
 Cert. No. 66478

TERMS OF REFERENCE

PURPOSE	Office Supplies for MKWD offices use intended for August to October 2021		
PARTICULARS	Consumption <input checked="" type="checkbox"/> PR <input type="checkbox"/> JO No.:	071-011	Date: 06-Jun-21
ITEMS, SPECIFICATIONS, AND DESCRIPTIONS			
ITEM 1	Office Supplies		
SPECIFICATIONS:	ITEM 2		
1 good quality	1		
2 see attached list	2		
3	3		
4	4		
ITEM 3	ITEM 4		
SPECIFICATIONS:	SPECIFICATIONS:		
1	1		
2	2		
3	3		
ITEM 5	ITEM 6		
SPECIFICATIONS:	SPECIFICATIONS:		
1	1		
2	2		
3	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.:	755	
	Account No.:	755	
MODES AND TERMS OF PAYMENT	within (180) days after delivery		
REQUIRED SERVICES			
<input checked="" type="checkbox"/> Free Delivery	Others specify:		
<input type="checkbox"/> Free Product Demonstration			
<input type="checkbox"/> Free Installation			
REQUIRED CERTIFICATIONS/ PERMITS	BUSINESS PERMIT PhilICEPS Registration		
QUALIFICATIONS	N/A		
AREA OF DELIVERY	MKWD MAIN OFFICE		
DATE OF DELIVERY	MONDAY - FRIDAY		
TIME OF DELIVERY	8:00 AM - 3:00PM		
WARRANTY PERIOD	N/A		
RETENTION	Amount:	N/A	
	Duration:	N/A	
TAX INCLUSIVE	YES IF APPLICABLE		
OTHER CONDITIONS AND CONSTRAINTS			
RETURN ITEM IN CASE OF NON COMPLIANCE			
Prepared by:	Reviewed by:		
RODIBEE BUSTO, CPA Senior Supply Officer	MYRNA R. VICTORIA, MBA Department Manager A		
Noted by:	Approved/Disapproved by:		
WILSPER LISANDRO M. ALQUEZA, CE/RMP/MBA Materials Standards Committee Chairman	STELLA M. GONZALES, MPS General Manager		