



Republic of the Philippines
METRO KIDAPAWAN WATER DISTRICT
 Larong, Kidapawan City
 Tel nos. (064) 577-1333, 577-1855, Fax # (064) 573-5555
 E-mail Address: metrokidapawan.wd@waterd.gov.ph
 Website: www.metrokidapawanwd.gov.ph
 "Committed to Service, Development and Self-Reliance"



REQUEST FOR QUOTATION

PR No. : 0721-012 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.

JINKY 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 | | YES |
| 1 | AIR, AIR FRESHENER 280ML/CAN | 86,335.00 | 28.00 | pc | | | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 | ALBATROSS, ALBATROSS - | | 60.00 | pc | | | <input type="checkbox"/> | <input type="checkbox"/> |
| 3 | BLEACH, HOUSEHOLD BLEACH (ZONROX BLEACH) | | 18.00 | gal | | | <input type="checkbox"/> | <input type="checkbox"/> |
| 4 | BROOM, SOFT BROOM - | | 14.00 | pc | | | <input type="checkbox"/> | <input type="checkbox"/> |
| 5 | BROOM, STICK BROOM - | | 6.00 | pc | | | <input type="checkbox"/> | <input type="checkbox"/> |
| 6 | BRUSH, BRUSH - LAUNDRY | | 6.00 | pcs | | | <input type="checkbox"/> | <input type="checkbox"/> |
| 7 | CLEANER, GLASS CLEANER | | 3.00 | BOT | | | <input type="checkbox"/> | <input type="checkbox"/> |
| 8 | DETERGENT, DETERGENT POWDER 1KG/POUCH | | 45.00 | pc | | | <input type="checkbox"/> | <input type="checkbox"/> |
| 9 | TOOLS, DIGGING BAR | | 1.00 | pc | | | <input type="checkbox"/> | <input type="checkbox"/> |
| 10 | SPRAY, DISINFECTANT SPRAY (LYSOL-TYPE) | | 20.00 | pc | | | <input type="checkbox"/> | <input type="checkbox"/> |
| 11 | DOOR, DOOR KNOB | | 2.00 | set | | | <input type="checkbox"/> | <input type="checkbox"/> |
| 12 | FERTILIZER, COMPLETE 14-14-14 | | 2.00 | pc | | | <input type="checkbox"/> | <input type="checkbox"/> |
| 13 | POTS, FLOWER POTS | | 48.00 | pc | | | <input type="checkbox"/> | <input type="checkbox"/> |
| 14 | BAG, GARBAGE BAG - LARGE | | 75.00 | pc | | | <input type="checkbox"/> | <input type="checkbox"/> |
| 15 | BAG, GARBAGE BAG - XL | | 75.00 | pc | | | <input type="checkbox"/> | <input type="checkbox"/> |
| 16 | BAG, GARBAGE BAG - XXL | | 75.00 | pc | | | <input type="checkbox"/> | <input type="checkbox"/> |
| 17 | BAG, GARBAGE BAG (TRANSPARENT) (THICK QUALITY, XXL) | | 75.00 | pc | | | <input type="checkbox"/> | <input type="checkbox"/> |
| 18 | HAND TOWEL, HAND TOWEL (GOOD QUALITY) | | 20.00 | pc | | | <input type="checkbox"/> | <input type="checkbox"/> |
| 19 | LAGARAO, LAGARAO ORDINARY | | 3.00 | pcs | | | <input type="checkbox"/> | <input type="checkbox"/> |
| 20 | LIQUID, DISHWASHING | | 20.00 | BOT | | | <input type="checkbox"/> | <input type="checkbox"/> |
| 21 | MOP, MOP HANDLE (SCREW-TYPE) | | 5.00 | pc | | | <input type="checkbox"/> | <input type="checkbox"/> |

TERMS AND CONDITIONS:

1. The mode of payment is within six (6) months.
2. Bidders shall provide correct and accurate information required in this form.
3. Bidders may quote for any at all times except for one (1) lot requisition.
4. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
5. Price quotation/s , to be dominated in Philippine peso shall include all taxes, duties and/or levies payable.
6. Quotations exceeding the Approved Budget for the Contract shall be rejected.
7. 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.
8. 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.
9. 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.
10. The MKWD shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
11. 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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PR No. : 0721-012
 JO No. :

DATE : _____

Name of Company: _____
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JERRY 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:

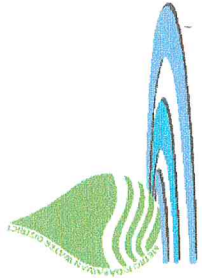
| ITEM # | ITEM DESCRIPTION | Approved Budget of the Contract | PRICE | | Compliance with technical specifications | | REMARKS |
|--------|---|---------------------------------|--------|---------|--|----|--------------------------|
| | | | QTY. | UNIT | YES | NO | |
| | | | | | | | |
| | | PhP: 86,335.00 | | | | | |
| 22 | MOP, MOP HEAD | | 4.00 | pc | | | <input type="checkbox"/> |
| 23 | NYLON, NYLON CORD - GRASS CUTTER | | 100.00 | meter | | | <input type="checkbox"/> |
| 24 | RUG, COTTON RUG | | 25.00 | pc | | | <input type="checkbox"/> |
| 25 | ROUND, ROUND UP | | 3.00 | Gallons | | | <input type="checkbox"/> |
| 26 | RUBBER, RUBBER BOOTS | | 4.00 | pairs | | | <input type="checkbox"/> |
| 27 | RUG, FLOOR RUGS | | 15.00 | pc | | | <input type="checkbox"/> |
| 28 | SACK, EMPTY SACKS | | 17.00 | pc | | | <input type="checkbox"/> |
| 29 | TOOLS, SCYTHE (SANGGOT) | | 3.00 | pc | | | <input type="checkbox"/> |
| 30 | TOOLS, SHEAR PRUNNING (BIG) | | 2.00 | pc | | | <input type="checkbox"/> |
| 31 | SOAP, LIQUID HAND SOAP | | 16.00 | BOT | | | <input type="checkbox"/> |
| 32 | SPRAY, SPRAY INSECTICIDE (BAYGON) | | 12.00 | BOT | | | <input type="checkbox"/> |
| 33 | BAG, GARBAGE BAG (TRANSPARENT) (THICK QUALITY, XXL) | | 4.00 | pc | | | <input type="checkbox"/> |
| 34 | TOOLS, WHEEL BORROW - (STANDARD, HEAVY DUTY) | | 1.00 | UNIT | | | <input type="checkbox"/> |

GRAND TOTAL: _____
 Signature Over Printed Name: _____

Contact Number (Landline/Celphone)/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 **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. 66478

TERMS OF REFERENCE

| | | | |
|--|---|---------|-----------|
| PURPOSE | Janitorial Supplies for MKWD offices use intended for August to October | | |
| PARTICULARS | PR <input checked="" type="checkbox"/> JO No.: <u>07U-07</u> | Date: | 06-Jun-21 |
| ITEMS, SPECIFICATIONS, AND DESCRIPTIONS | | | |
| ITEM 1 | Janitorial 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 | | |
| 4 | 4 | | |
| 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.: | 755/765 | |
| | Account No.: | 755/765 | |
| MODES AND TERMS OF PAYMENT | within Ninety (90) 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 | N/A | | |
| 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 | | | |
| OTHER CONDITIONS AND CONSTRAINTS | | | |
| RETURN ITEM IN CASE OF NON COMPLIANCE | | | |
| Prepared by: | Reviewed by: | | |
| RODIBEE B. PATA-SPA <small>Residential</small> | MYRNA R. VICTORIA, MBA <small>Department Manager A</small> | | |
| Noted by: | Approved/Disapproved by: | | |
| WILSPER LISANDRO M. ALQUEZA, CE/RMP /MBA <small>Material Standards Committee Chairman</small> | STELLA M. GONZALES, MPS <small>General Manager</small> | | |