



REQUEST FOR QUOTATION

PR No. : _____

DATE : _____

JO No. : 0921-0004

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	NO	
	1 LOT HIRING OF LABOR ONLY CONTRACTOR FOR THE CONSTRUCTION OF AGMO AND RECORDS OFFICE ITEM 1: 1 LOT HIRING OF LABOR ONLY CONTRACTOR INCLUSIONS: - MOBILIZATIONS AND HAULING OF MATERIALS TO JOB SITE - CONCRETE DEMOLITION - CONCRETE AND MASONRY WORKS - FINISHING AND TILE WORKS - CLEARING AND LAYOUTING - RESTORATION ITEM 2: INSTALLATION OF GLASS AND FRAMING MATERIALS (LABOR MATERIALS) INCLUSIONS: - INSTALLATION OF GLASS WINDOW & DOOR - INSTALLATION OF ANALOK FRAME AND DIVISIONS - RESTORATION	PHP: <u>145,550.20</u>					<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	AGMO AND RECORDS OFFICE		
PARTICULARS	<input type="checkbox"/> PR <input checked="" type="checkbox"/> IO No.:	Date:	September 6, 2021
ITEMS, SPECIFICATIONS, AND DESCRIPTIONS			
ITEM 1	1 lot- Hiring of Labor Only Contractor		
SPECIFICATIONS:			
1.) Mobilization and Hauling of Materials to Job Site 2.) Concrete Demolition 3.) Concrete and Masonry Works 4.) Finishing and Tile Works 5.) Clearing and Layouting 6.) Restoration			
ITEM 2	1 lot- Installation of Glass and Framing Materials (Labor Materials)		
SPECIFICATIONS:			
1.) Installation of Glass Window and Door 2.) Installation of Analok Frame and Divisions 3.) Restoration			
<i>Note: For more than 6 items attach separate TOR Form. For More specifications attach necessary supporting document/s.</i>			
SOURCE OF FUND	APP/PPMP Item No.:	N/A	
	Account No.:	ECD CAPEX-02	
MODES AND TERMS OF PAYMENT	Every 15th & 30th of the month , per actual accomplishment		
REQUIRED SERVICES			
<input type="checkbox"/> Free Product Demonstration <input type="checkbox"/> Free Installation		Others specify: N/A	
REQUIRED CERTIFICATIONS/ PERMITS	N/A		
QUALIFICATIONS	Foreman, Class C Laborer		
AREA OF DELIVERY	N/A		
DATE OF DELIVERY	N/A		
TIME OF DELIVERY	N/A		
WARRANTY PERIOD	3 months warranty upon official turn over of the project		
RETENTION	Amount:	10% of contract	
	Duration:	1 month after final payment	
TAX INCLUSIVE	2% of contract amount		
OTHER CONDITIONS AND CONSTRAINTS			
Wear PPE and proper dress code must be observed, 8:00 am time-in at job site area (overtime if necessary), tools will be provided by the contractor, on site works as per instruction of project faciilitator, individual covered of personnel insurance			
Prepared by:		Reviewed by:	
 ENGR. CANUTO A. CODILLA JR. Division Manager A		 ENGR. RAMIL A. CONDEZ, RMP, MBA Department Manager A	
Noted by:		Approved/Disapproved by:	
 WILESPER LISANDRO M. ALQUEZA, CE/RMP/MBA Material Standards Committee Chairman		 STELLA M. GONZALES, MPS General Manager	