



**REQUEST FOR QUOTATION**

PR No. : 0921-007 \_\_\_\_\_

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: _____	<b>50,000.00</b>								
1	MEASURING DISTANCE WHEEL ROLLER		2.00	UNIT				<input type="checkbox"/>	<input type="checkbox"/>	
2	STADIA/LEVELING ROD FOR SURVEYING		2.00	UNIT				<input type="checkbox"/>	<input type="checkbox"/>	
3	MEASURING TAPE FOR SURVEYING		2.00	UNIT				<input type="checkbox"/>	<input type="checkbox"/>	
4	ENGINEERING SURVEYING TRIPOD		1.00	UNIT				<input type="checkbox"/>	<input type="checkbox"/>	
5	PORTABLE PROFESSIONAL LASER MEASURING EQUIPMENT		1.00	UNIT				<input type="checkbox"/>	<input type="checkbox"/>	
6	PIPE CALIPER TOOL		2.00	UNIT				<input type="checkbox"/>	<input type="checkbox"/>	
7	DIGITAL CALIPER TOOL		1.00	UNIT				<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.



Republic of the Philippines  
**METRO KIDAPAWAN WATER DISTRICT**  
 Lanao, Kidapawan City  
 Tel nos. (064) 577-1533, 577-1865, Fax no. (064) 572-5555  
 E-mail Address: [metrokidapawan\\_wd@yahoo.com](mailto:metrokidapawan_wd@yahoo.com)  
 Website: [www.metrokidapawanwd.gov.ph](http://www.metrokidapawanwd.gov.ph)  
**"Committed to Service, Development and Self-Reliance"**  
 OFFICE OF THE ASSISTANT GENERAL MANAGER FOR OPERATIONS



## TERMS OF REFERENCE

<b>PURPOSE</b>	<b>MINDA FUND SURVEYING AND MEASURING TOOLS/EQUIPMENT</b>		
<b>PARTICULARS</b>	<input checked="" type="checkbox"/> PR <input type="checkbox"/> JO No.:	0921-007	Date: August 17, 2021

ITEMS, SPECIFICATIONS, AND DESCRIPTIONS	
ITEM 1	MEASURING DISTANCE WHEEL ROLLER - 2 units
<b>SPECIFICATIONS:</b> Please see attached "ANNEX B" for Specifications	
ITEM 2	STADIA/LEVELING ROD FOR SURVEYING - 2 units
<b>SPECIFICATIONS:</b> Please see attached "ANNEX B" for Specifications	
ITEM 3	MEASURING TAPE FOR SURVEYING - 2 units
<b>SPECIFICATIONS:</b> Please see attached "ANNEX B" for Specifications	
ITEM 4	ENGINEERING SURVEYING TRIPOD - 1 unit
<b>SPECIFICATIONS:</b> Please see attached "ANNEX B" for Specifications	
ITEM 5	PORTABLE PROFESSIONAL LASER MEASURING EQUIPMENT - 1 units
<b>SPECIFICATIONS:</b> Please see attached "ANNEX B" for Specifications	
ITEM 6	PIPE CALIPER TOOL - 2 units
<b>SPECIFICATIONS:</b> Please see attached "ANNEX B" for Specifications	
ITEM 7	DIGITAL CALIPER TOOL - 1 unit
<b>SPECIFICATIONS:</b> Please see attached "ANNEX B" for Specifications	

*Note: For more than 6 items attach separate TOR Form. For More specifications attach necessary supporting document/s.*

<b>SOURCE OF FUND</b>	<b>APP/PPMP Item No.:</b>	
	<b>Account No.:</b>	MinDA Fund

<b>MODES AND TERMS OF PAYMENT</b>	Within sixty (60) days upon delivery
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REQUIRED SERVICES	
<input checked="" type="checkbox"/> Free Delivery <input checked="" type="checkbox"/> Free Product Demonstration <input type="checkbox"/> Free Installation	Others specify:

<b>REQUIRED CERTIFICATIONS/ PERMITS</b>	SEC, DTI and Business Permit
<b>QUALIFICATIONS</b>	Accredited Supplier

<b>AREA OF DELIVERY</b>	MKWD Main Building, Brgy. Lanao, Kidapawan City
<b>DATE OF DELIVERY</b>	Upon issuance of Notice of Award (NOA) and Notice to Proceed (NTP)
<b>TIME OF DELIVERY</b>	9:00AM - 4:00PM

<b>WARRANTY PERIOD</b>	Two (2) years
<b>RETENTION</b>	<b>Amount:</b> N/A
	<b>Duration:</b> N/A
<b>TAX INCLUSIVE</b>	Tax inclusive in ABC

OTHER CONDITIONS AND CONSTRAINTS	
Equipments which are found defective and non-conformance to the set standards and specifications must be replaced by the supplier.	

<b>Prepared by:</b>  KELVIN E. RUPISAN, CE Division Manager A-PDD	<b>Reviewed by:</b>  RAMIL A. CONDEZ, CE, RMP, MBA Department Manager A - ECD
<b>Noted by:</b>  WILESPER LISANDRO M. ALQUEZA, CE, RMP, MBA AGM for Operations	<b>Approved/Disapproved by:</b>  STELLA M. GONZALES, MPS General Manager