



**REQUEST FOR QUOTATION**

PR No. : 1121-012

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.

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>0.00</b>								
1	ROOM, FOOD AND ACCOMODATION ((GOOD FOR 30 PAX, INCLUSIVE OF ROOM ACCOMODATION, 4 MEALS AND 3 SNACKS))		1.00	LOT	_____	_____		<input type="checkbox"/>	<input type="checkbox"/>	

GRAND TOTAL: \_\_\_\_\_

Signature Over Printed Name: \_\_\_\_\_

Contact Number (Landline/Cellphone)/Email Address \_\_\_\_\_

**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 two (2) 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.



Republic of the Philippines  
**METRO KIDAPAWAN WATER DISTRICT**  
 Lanao, Kidapawan City  
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 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"**



### TERMS OF REFERENCE

<b>PURPOSE</b>	<b>1 LOT HIRING OF FACILITATOR FOR THE CAPACITY BUILDING FOR BOARD OF DIRECTORS AND MANAGERS ON NOVEMBER 19-20, 2021.</b>		
<b>PARTICULARS</b>	<input type="checkbox"/> PR <input checked="" type="checkbox"/> JO No.:	1121-0008	Date: 11/11/2021

ITEMS, SPECIFICATIONS, AND DESCRIPTIONS	
ITEM 1	ITEM 2
<b>SPECIFICATIONS:</b> 1 Proven experience of organizational change management, organizational development and team building 2 Flexible and with ability to adapt to changing directions/ thinking that may occur during activities 3 Excellent interpersonal skills 4 inclusive of training paraphernalia 5 Activities should be limited to non-physical in observance to minimum health protocols against COVID-19	<b>SPECIFICATIONS:</b> organizational development and team building

*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>	753
	<b>Account No.:</b>	753

<b>MODES AND TERMS OF PAYMENT</b>	as per actual accomplishment
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REQUIRED SERVICES	
<input type="checkbox"/> Free Delivery <input type="checkbox"/> Free Product Demonstration <input type="checkbox"/> Free Installation	Others specify:

<b>REQUIRED CERTIFICATIONS/ PERMITS</b>	N/A
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<b>QUALIFICATIONS</b>	N/A
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<b>AREA OF DELIVERY</b>	N/A
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<b>DATE OF DELIVERY</b>	N/A
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<b>TIME OF DELIVERY</b>	N/A
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<b>WARRANTY PERIOD</b>	N/A
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<b>RETENTION</b>	<b>Amount:</b>	N/A
	<b>Duration:</b>	N/A

<b>TAX INCLUSIVE</b>	
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OTHER CONDITIONS AND CONSTRAINTS
N/A

<b>Prepared by:</b>	<b>Reviewed by:</b>
<b>MYNA R. VICTORIA, MBA</b> User	<b>MYNA R. VICTORIA, MBA</b> Department Manager A

<b>Noted by:</b>	<b>Approved/Disapproved by:</b>
<b>WILESPER LISANDRO M. ALQUEZA, CE/RMP/MBA</b> Material Standards Committee Chairman	<b>STELLA M. GONZALES, MPS</b> General Manager