



REQUEST FOR QUOTATION

PR No. : 0122-019

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 _____, 2022.

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						
			PRICE				Compliance with technical specifications		REMARKS
			QTY.	UNIT	UNIT PRICE	TOTAL	YES	NO	
	PhP: _____	0.00							
1	COMPUTER DESKTOP WITH PRINTER ((SEE ATTACHED TERMS OF REFERENCE))		1.00	UNIT			<input type="checkbox"/>	<input type="checkbox"/>	

GRAND TOTAL: _____

Signature Over Printed Name: _____

Contact Number (Landline/Cellphone)/Email Address _____

Please submit the following requirements:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Mayor's Permit | <input type="checkbox"/> PCAB License (Infra) |
| <input type="checkbox"/> Professional License/Curriculum (Consulting Services) | <input type="checkbox"/> Income Business Tax Return |
| <input type="checkbox"/> Philgeps Registration Number | <input type="checkbox"/> Omnibus Sworn Statements |

OTHER TERMS AND CONDITIONS:

- The mode of payment is within ☐ Six (6) months ☐ Three (3) months ☒ Two (2) months ☐ One (1) month.
- 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 have:
 - ☒ - validity - Thirty (30) Calendar days
 - ☒ - inclusion of tax
 - ☒ - Quotations exceeding the Approved Budget for the Contract shall be rejected.
 - ☒ - Award of contract shall be made to the lowest quotation (for goods and services)



Republic of the Philippines
METRO KIDAPAWAN WATER DISTRICT
Lanao, Kidapawan City
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E-mail Address: metrokidapawan.wd@yahoo.com
Website: www.metrokidapawanwd.gov.ph
"Committed to Service, Development and Self-Reliance"



ISO 9001:2015 Certified
Cert. No. 66478

TERMS OF REFERENCE

PURPOSE	For Construction Division Use.		
PARTICULARS	<input checked="" type="checkbox"/> PR <input type="checkbox"/> O No.:	Date:	01/06/2022

ITEMS, SPECIFICATIONS, AND DESCRIPTIONS

ITEM 1	1 Computer Desktop with Printer		
SPECIFICATIONS:	SPECIFICATIONS:		
1 Processor (CPU): intel Core i3 (10th Generation or newer)	from ready mode (Black/colour):		
2 Motherboard: Socker compatible motherboard	Approx: 10 sec/16 sec		
3 Memory: 4 GB Kinston RAM	9 Spill-free, error-free refilling		
4 Storage: 240 GB SSD	10 Borderless printing up to 4R		
5 Monitor/Display: 18.5" LCD monitor	11 Wi-fi, Wifi direct		
6 Keyboard and mouse; USB type	12 Inkjet printer		
7 OS: Windows 10 Home SL	13 USB Connectivity		
8 Color Print	14 Compact intergrated tank design		
9 Photo Default 10x15 cm/4x6 " Approx. 69 per sec photo/ 90 sec per photo (Borderless) Draft, A4 (Black/Colour) up to 33 ppm/15 ppm ISO 24734, A4 Simplexx (Black/ Colour) : up to 10 ipm /5.0 ipm, Firstpage out time from ready	15 High yield ink bottles		

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.:	Non Common Use no. 5
	Account No.:	755

MODES AND TERMS OF PAYMENT	within six (6) months
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REQUIRED SERVICES

<input checked="" type="checkbox"/> Free Delivery	Others specify:
<input checked="" type="checkbox"/> Free Product Demonstration	
<input checked="" type="checkbox"/> Free Installation	

REQUIRED CERTIFICATIONS/ PERMITS	N/A
QUALIFICATIONS	N/A

AREA OF DELIVERY	MKWD, Lanao KC	
DATE OF DELIVERY	N/A	
TIME OF DELIVERY	8 am to 4pm (Weekdays)	
WARRANTY PERIOD	2 years	
RETENTION	Amount:	N/A
	Duration:	N/A
TAX INCLUSIVE	yes if applicable	

OTHER CONDITIONS AND CONSTRAINTS

Return item in case of non conformance.

Prepared by:	Reviewed by:
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