



REQUEST FOR QUOTATION

PR No. : 0122-016

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.

JOANA A. SALMORIN/ 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	
	PhP: _____	0.00							
1	PAINT, PAINT BRUSH # 2``		48.00	pc			<input type="checkbox"/>	<input type="checkbox"/>	
2	PAINT, PAINT BRUSH # 4``		48.00	pc			<input type="checkbox"/>	<input type="checkbox"/>	
3	PAINT, PAINT ROLLER #7 W/ PAN		24.00	pc			<input type="checkbox"/>	<input type="checkbox"/>	
4	PAINT, PAINT ROLLER (#4)		24.00	pcs			<input type="checkbox"/>	<input type="checkbox"/>	
5	NAILS, NAILS # 4 COMMON WIRE(CW)		40.00	kls			<input type="checkbox"/>	<input type="checkbox"/>	
6	PAINT, PAINTING COLOR ROW SHEENA LATEX		20.00	Pint			<input type="checkbox"/>	<input type="checkbox"/>	
7	PAINT, PAINTING COLOR LAMP BLACK LATEX		20.00	Pint			<input type="checkbox"/>	<input type="checkbox"/>	
8	PAINT, PAINTING COLOR THALOU BLUE		20.00	GAL.			<input type="checkbox"/>	<input type="checkbox"/>	
9	PAINT, PAINTING COLOR HANSA YELLOW LATEX		20.00	qrt			<input type="checkbox"/>	<input type="checkbox"/>	
10	PAINT, PAINTING COLOR THALOU GREEN LATEX		20.00	Pint			<input type="checkbox"/>	<input type="checkbox"/>	
11	PAINT, LACQUER THINNER		8.00	Gallons			<input type="checkbox"/>	<input type="checkbox"/>	
12	PAINT, paint flat latex. (WHITE)		8.00	Gallons			<input type="checkbox"/>	<input type="checkbox"/>	
13	PAINT, PAINT LATEX SEMI GLOSS WHITE		8.00	gal			<input type="checkbox"/>	<input type="checkbox"/>	

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 checked="" type="checkbox"/> Philgeps Registration Number | <input checked="" 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)
 - ☒ - Erasures or overwriting is not allowed unless signed by duly authorized representative/s.
- The item/s shall be delivered within ____ () days / months from receipt of Notice to Proceed (NTP) with Purchase Order & Notice of Award (NOA) and Job Order Contract & Notice of Award (NOA).
- 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.



REQUEST FOR QUOTATION

PR No. : 0122-016

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.

JOANA A. SALMORIN/ 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		
	PhP: _____	0.00								
25	PLYWOOD, PLYWOOD 1/4 X 4 X 8 MARINE		32.00	pc			<input type="checkbox"/>	<input type="checkbox"/>		
26	Lumber, LUMBER 2 X 2 X 10 GEMELINA		48.00	pc			<input type="checkbox"/>	<input type="checkbox"/>		
27	DRILL, DRILL BIT 3/16 (STEEL)		4.00	pcs			<input type="checkbox"/>	<input type="checkbox"/>		
28	DRILL, DRILL BIT 1/2 (STEEL)		4.00	pc			<input type="checkbox"/>	<input type="checkbox"/>		
29	DRILL, DRILL BIT 1/4 (STEEL)		4.00	pcs			<input type="checkbox"/>	<input type="checkbox"/>		
30	PLY, PLYWOOD 1`` X 4`` X 8 MARINE		8.00	pc			<input type="checkbox"/>	<input type="checkbox"/>		
31	UTILITIES, P TRAP 1- 1/4 (PLUG)		4.00	pc			<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 checked="" type="checkbox"/> Philgeps Registration Number | <input checked="" 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)
 - ☒ - Erasures or overwriting is not allowed unless signed by duly authorized representative/s.
- The item/s shall be delivered within _____ () days / months from receipt of Notice to Proceed (NTP) with Purchase Order & Notice of Award (NOA) and Job Order Contract & Notice of Award (NOA).
- 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
Website: www.metrokidapawanwd.gov.ph
"Committed to Service, Development and Self-Reliance"



ISO 9001:2015 Certified
Cert. No. 66478

TERMS OF REFERENCE

PURPOSE	Construction Materials and Supplies for MKWD offices use intended for CY 2022 consumption		
PARTICULARS	<input checked="" type="checkbox"/> PR <input type="checkbox"/> JO No.:	0122 - 016	Date: 18-Jan-22
ITEMS, SPECIFICATIONS, AND DESCRIPTIONS			
ITEM 1 Construction Materials/Supplies	ITEM 2		
SPECIFICATIONS: 1 good quality 2 3 4	SPECIFICATIONS: 1 2 3 4		
ITEM 3	ITEM 4		
SPECIFICATIONS: 1 2 3 4	SPECIFICATIONS: 1 2 3 4		
ITEM 5	ITEM 6		
SPECIFICATIONS: 1 2 3	SPECIFICATIONS: 1 2 3		
<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.:	811	
	Account No.:	811	
MODES AND TERMS OF PAYMENT	Payable within 180 days from delivery		
REQUIRED SERVICES			
<input checked="" type="checkbox"/> Free Delivery <input type="checkbox"/> Free Product Demonstration <input type="checkbox"/> Free Installation		Others specify:	
REQUIRED CERTIFICATIONS/ PERMITS	Updated Business Permit		
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	Yes if applicable		
OTHER CONDITIONS AND CONSTRAINTS			
RETURN ITEM IN CASE OF NON COMPLIANCE			
Prepared by:		Reviewed by:	
GUILLERMO B. BACLAYON Requisitioner		MYRNA R. VICTORIA, 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 01-21-2022	

OMNIBUS SWORN STATEMENT

For Emergency Procurement under Republic Act No. 11469

Otherwise known as the "Bayanihan to Heal as One Act"

REPUBLIC OF THE PHILIPPINES
CITY/ MUNICIPALITY OF ____ S.S

AFFIDAVIT

I, _____, of legal age, _____, and residing at _____, after having been duly sworn in accordance with law, do hereby depose and state that:

1. I am the sole proprietor of _____ of _____ with office address at _____;

2. As the owner and sole proprietor of _____ of _____, I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding _____ of the _____;

3. _____ is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;

4. _____ commits to submit all the mandatory documentary requirements in items 4.1 of the guidelines for the Procurement Activities under RA No. 11469 or the Bayanihan to Heal as One Act at anytime before award of contract or after award but prior to payment of contract but before payments;

5. _____ confirms that the posting of a performance security has been dispensed with due to the urgent need for the procurement covered by Republic Act (RA) No. 11469 or the *Bayanihan* to Heal as One Act. In lieu thereof, _____ hereby to commits to perform and deliver all of the obligations and undertakings, including the warranty provisions under the contract covering the procurement at hand. _____ further agrees and accepts that failure to perform or deliver any of such obligations and undertakings shall result in Blacklisting of MKWD for two (2) years in all government procurement activities following the procedure under the Guidelines for the Procurement Activities under RA NO. 11469 or the *Bayanihan* to Heal as One Act. Moreover, in case advance payment was made or given, failure to perform or deliver any of said obligations and undertakings shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse to confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act. No. 3815 s. 1930, as amended, or the Revised Penal Code;

6. _____ warrants for the period stipulated in the contract covering the procurement at hand that the Goods or Infrastructure projects to be delivered shall be free from defects and conform with standards and technical specifications of the said contract;

7. Each of the documents submitted in the satisfaction of the bidding requirements is an authentic copy of the original, complete and statements and information provided therein are true and correct; _____ is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

9. I am not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the Head of the Project Management Officer or the end user unit; and the project consultants by consanguinity or affinity up to the third civil degree;

10. _____ complies with existing Labor laws and standards;

11. _____ is aware of and has undertaken the following responsibilities as a Bidder.

a. Carefully examine all of the Procurement/Bidding documents;

b. Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;

c. Made and estimate of the facilities available and needed for the contract to bid, if any; and

d. Inquire or secure supplemental/Bid Bulletin(s) issued for (_____); and

12. _____ is not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____, 20____ at _____, Philippines.

Bidder's Representative/ Authorized Signatory
[JURAT]