



REQUEST FOR QUOTATION

PR No. : 0122-017

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. SALMORINI/ 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						
			PRICE			Compliance with technical specifications		REMARKS	
			QTY.	UNIT	UNIT PRICE	TOTAL	YES		NO
	PhP: <u>0.00</u>								
1	AIR, AIR FRESHENER 280ML/CAN	110.00	pc					<input type="checkbox"/>	<input type="checkbox"/>
2	AIR, AIR FRESHENER (HANGING)	48.00	<ignore					<input type="checkbox"/>	<input type="checkbox"/>
3	ALBATROSS, ALBATROSS -	170.00	pc					<input type="checkbox"/>	<input type="checkbox"/>
4	ALCOHOL, ALCOHOL (500ML)	300.00	BOT					<input type="checkbox"/>	<input type="checkbox"/>
5	BASKET, WASTE PLASTIC	16.00	pc					<input type="checkbox"/>	<input type="checkbox"/>
6	BLEACH, HOUSEHOLD BLEACH	84.00	gal					<input type="checkbox"/>	<input type="checkbox"/>
7	BROOM, SOFT BROOM -	60.00	pc					<input type="checkbox"/>	<input type="checkbox"/>
8	BROOM, STICK BROOM -	69.00	pc					<input type="checkbox"/>	<input type="checkbox"/>
9	BRUSH, BRUSH - LAUNDRY	24.00	pcs					<input type="checkbox"/>	<input type="checkbox"/>
10	BUCKET, MOP BUCKET	2.00	pc					<input type="checkbox"/>	<input type="checkbox"/>
11	CLEANER, CLEANER TOILET BOWL AND URINAL	41.00	BOT					<input type="checkbox"/>	<input type="checkbox"/>
12	CLEANER, FURNITURE	25.00	BOT					<input type="checkbox"/>	<input type="checkbox"/>
13	CLEANER, GLASS CLEANER	16.00	BOT					<input type="checkbox"/>	<input type="checkbox"/>
14	CLEANSER, CLEANSER SCOURING POWDER	36.00	can					<input type="checkbox"/>	<input type="checkbox"/>
15	DETERGENT, DETERGENT POWDER 1KG/POUCH	130.00	pc					<input type="checkbox"/>	<input type="checkbox"/>

Please submit the following requirements:

- Mayor's Permit
- Professional License/Curriculum (Consulting Services)
- Philgeps Registration Number
- PCAB License (Infra)
- Income Business Tax Return
- Omnibus Sworn Statements

OTHER TERMS AND CONDITIONS:

1. The mode of payment is within Six (6) months Three (3)months Two (2)months One (1)month.
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 have:
 - validity - Thirty (30) Calendar days
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 - 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)
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5. 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).
6. The awardee shall notify two (2) days before its delivery of goods and services.
7. The MKWD shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
8. 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.



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	PhP: _____	0.00							
16	DIPPER, DIPPER		36.00	pc				<input type="checkbox"/>	<input type="checkbox"/>
17	SPRAY, DISINFECTANT SPRAY (LYSOL-TYPE)		105.00	pc				<input type="checkbox"/>	<input type="checkbox"/>
18	DOOR, DOOR KNOB		4.00	set				<input type="checkbox"/>	<input type="checkbox"/>
19	FERTILIZER, COMPLETE 14-14-14		5.00	pc				<input type="checkbox"/>	<input type="checkbox"/>
20	POTS, FLOWER POTS		72.00	pc				<input type="checkbox"/>	<input type="checkbox"/>
21	BAG, GARBAGE BAG - XL		240.00	pc				<input type="checkbox"/>	<input type="checkbox"/>
22	BAG, GARBAGE BAG - LARGE		240.00	pc				<input type="checkbox"/>	<input type="checkbox"/>
23	BAG, GARBAGE BAG - XXL		360.00	pc				<input type="checkbox"/>	<input type="checkbox"/>
24	BAG, GARBAGE BAG (TRANSPARENT) (XXL)		360.00	pc				<input type="checkbox"/>	<input type="checkbox"/>
25	GLOVES, GLOVES - CONSTRUCTION		10.00	pairs				<input type="checkbox"/>	<input type="checkbox"/>
26	HAND TOWEL, HAND TOWEL		110.00	pc				<input type="checkbox"/>	<input type="checkbox"/>
27	LAGARAO, LAGARAO ORDINARY		20.00	pcs				<input type="checkbox"/>	<input type="checkbox"/>
28	LIQUID, DISHWASHING		76.00	BOT				<input type="checkbox"/>	<input type="checkbox"/>
29	MOP, MOP HANDLE (SCREW-TYPE)		12.00	pc				<input type="checkbox"/>	<input type="checkbox"/>
30	MOP, MOP HEAD		72.00	pc				<input type="checkbox"/>	<input type="checkbox"/>

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	PhP: <u>0.00</u>									
31	NYLON, NYLON CORD - GRASS CUTTER (3MM DIA)		480.00	meter				<input type="checkbox"/>	<input type="checkbox"/>	
32	PAIL, PAIL (plastic)		48.00	pc				<input type="checkbox"/>	<input type="checkbox"/>	
33	PAN, DUST PAN		19.00	pc				<input type="checkbox"/>	<input type="checkbox"/>	
34	ROUND, ROUND UP		22.00	Gallons				<input type="checkbox"/>	<input type="checkbox"/>	
35	RUBBER, RUBBER BOOTS		10.00	pairs				<input type="checkbox"/>	<input type="checkbox"/>	
36	RUG, FLOOR RUGS		55.00	pc				<input type="checkbox"/>	<input type="checkbox"/>	
37	SACK, EMPTY SACKS		26.00	pc				<input type="checkbox"/>	<input type="checkbox"/>	
38	SANGGOT, GUNA		12.00	pc				<input type="checkbox"/>	<input type="checkbox"/>	
39	SCOURING, SCOURING PAD		31.00	pck				<input type="checkbox"/>	<input type="checkbox"/>	
40	SEALANT, SEALANT (CAN)		4.00	can				<input type="checkbox"/>	<input type="checkbox"/>	
41	SHEAR, PRUNNING		6.00	pc				<input type="checkbox"/>	<input type="checkbox"/>	
42	SHOVEL, SHOVEL - ORDINARY		6.00	pc				<input type="checkbox"/>	<input type="checkbox"/>	
43	SOAP, LIQUID HAND SOAP		114.00	BOT				<input type="checkbox"/>	<input type="checkbox"/>	
44	SOAP, SOAP BATH (BIG)		105.00	pc				<input type="checkbox"/>	<input type="checkbox"/>	
45	SPRAY, SPRAY INSECTICIDE (BAYGON)		100.00	BOT				<input type="checkbox"/>	<input type="checkbox"/>	
46	TISSUE, PAPER 3-PLY		160.00	pc				<input type="checkbox"/>	<input type="checkbox"/>	
47	TISSUE, TISSUE DISPENSER		4.00	pc				<input type="checkbox"/>	<input type="checkbox"/>	

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	PhP: _____	0.00							
48	TRASH CAN, PLASTIC -LARGE		12.00	pc				<input type="checkbox"/>	<input type="checkbox"/>
49	TOOLS, DIGGING BAR		5.00	pc				<input type="checkbox"/>	<input type="checkbox"/>
50	TOOLS, TRASH BINS WHEEL TYPE		20.00	pc				<input type="checkbox"/>	<input type="checkbox"/>
51	BAG, GARBAGE BAG (TRANSPARENT) ((xl))		240.00	pc				<input type="checkbox"/>	<input type="checkbox"/>
52	TOOLS, WHEEL BORROW -		8.00	UNIT				<input type="checkbox"/>	<input type="checkbox"/>
53	BRUSH, BRUSH WITH HANDLE		35.00	pc				<input type="checkbox"/>	<input type="checkbox"/>

GRAND TOTAL: _____

Signature Over Printed Name: _____

Contact Number (Landline/Cellphone)/Email Address _____

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TERMS OF REFERENCE

PURPOSE	PROCUREMENT OF JANITORIAL SUPPLIES INTENDED FOR CY 2022 CONSUMPTION		
PARTICULARS	<input checked="" type="checkbox"/> PR <input type="checkbox"/> JO No.:	0122-017	Date: 19-Jan-22

ITEMS, SPECIFICATIONS, AND DESCRIPTIONS	
ITEM 1 Janitorial Supplies SPECIFICATIONS: 1 good quality 2 see attached list and detailed specification 3 4	ITEM 2 SPECIFICATIONS: 1 2 3 4
ITEM 3 SPECIFICATIONS: 1 2 3 4	ITEM 4 SPECIFICATIONS: 1 2 3 4
ITEM 5 SPECIFICATIONS: 1 2 3	ITEM 6 SPECIFICATIONS: 1 2 3

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.:	765
	Account No.:	765

MODES AND TERMS OF PAYMENT	within 180 days after delivery
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REQUIRED SERVICES	
<input checked="" type="checkbox"/> Free Delivery <input type="checkbox"/> Free Product Demonstration <input type="checkbox"/> Free Installation	Others specify:

REQUIRED CERTIFICATIONS/ PERMITS	BUSINESS PERMIT
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QUALIFICATIONS	N/A
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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
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OTHER CONDITIONS AND CONSTRAINTS	
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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 LISANDRØ M. ALQUEZA, CE/RMP/MBA Material Standards Committee Chairman	 STELLA M. GONZALES, MPS General Manager

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]