



**METRO KIDAPAWAN WATER DISTRICT**  
 Lango, Kidapawan City  
 Tel nos. (064)577-1533, 577-1865; Fax # (064) 572-5555  
 E-mail Address: [metrokidapawan\\_wd@yohoo.com](mailto:metrokidapawan_wd@yohoo.com)  
 Website: [www.metrokidapawanwd.gov.ph](http://www.metrokidapawanwd.gov.ph)  
 "Committed to Service, Development and Self-Reliance"



**REQUEST FOR QUOTATION**

PR No. : \_\_\_\_\_  
 JO No. : 0522-0013  
 Name of Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Business Permit No: \_\_\_\_\_  
 TIN No.: \_\_\_\_\_

DATE : \_\_\_\_\_

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.

\_\_\_\_\_ 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
			QTY.	UNIT	UNIT PRICE	TOTAL	
			YES	NO			
	PhP: PEDESTRIAN SIDEWALKS. - PARKING SPACE: THE PROPERTY MUST HAVE A PARKING SPACE. - ECONOMIC POTENTIAL: THE PROPERTY MUST BE LOCATED IN A COMMERCIAL OR BUSINESS DISTRICT AND/OR CLASSIFIED AS MIXED USE (OFFICE COMMERCIAL BUSINESS)  2. STRUCTURAL CONDITION: THE BUILDING IS DESIGNED IN COMPLIANCE WITH THE BUILDING CODE OF THE PHILIPPINES. FULLY FURNISHED FLOORING WITH TILES, PAINTED WALLS AND CEILING  3. LIGHT AND VENTILATION. THE BUILDING'S COMMON AREAS MUST HAVE PROPER						

**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
- 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.

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.



Republic of the Philippines  
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ISO 9001:2015 Certified  
 Cert. No. 66478

Off.

## TERMS OF REFERENCE

<b>PURPOSE</b>	RENTAL OF OFFICE SPACE AS MKWD BRANCH OFFICE AT MUNICIPALITY OF MAKILALA COTABATO		
<b>PARTICULARS</b>	<input type="checkbox"/> PR	<b>JO No.:</b>	<b>Date:</b> May 16, 2022

### ITEMS, SPECIFICATIONS, AND DESCRIPTIONS

#### ITEM 1 RENTAL OF OFFICE SPACE AS MKWD BRANCH OFFICE AT MUNICIPALITY OF MAKILALA COTABATO

##### SPECIFICATIONS:

- Location and site condition
- Accessibility: The property must be accessible directly to the main thoroughfare by public transport, such as PUJs and Tricycles.
- Drainage: It must have an adequate and properly installed drainage system
- Sidewalk and Waiting Shed: The property shall have ample pedestrian sidewalks.
- Parking Space: The property must have a parking space.
- Economic Potential: The property must be located in a commercial or business district and/or classified as mixed use (office, commercial, business).
- Structural condition: The building is designed in compliance with the Building Code of the Philippines. Fully furnished flooring with tiles, painted walls and ceiling
- Light and ventilation: The building's common areas must have proper lighting system (All electrical fixtures, convenience outlets, switches and must be in good working condition
- Capacity: ≥ 30 SQ.M. FLOOR AREA
- Amenities: Provision for comfort room and lavatory with Separate electrical connection
- The Contract will commence starting July 2022 until December 2022
- Monthly payment of lease 15 days upon receipt of billing.
- Contract may terminate for legal cause provided with notice three (3) months prior to termination.

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>
<b>MODES AND TERMS OF PAYMENT</b>	Monthly payment of lease 15days upon receipt of billing

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

<b>REQUIRED CERTIFICATIONS/ PERMITS</b>	
<b>QUALIFICATIONS</b>	The Lessor must be the absolute owner of the property
<b>AREA OF DELIVERY</b>	
<b>DATE OF DELIVERY</b>	
<b>TIME OF DELIVERY</b>	
<b>WARRANTY PERIOD</b>	N/A
<b>RETENTION</b>	<b>Amount:</b> N/A <b>Duration:</b> N/A
<b>TAX INCLUSIVE</b>	7% for VAT Registered or 5% Non-VAT Registered

### OTHER CONDITIONS AND CONSTRAINTS

N/A

Prepared by:	Reviewed by:
<i>Myrna R. Victoria, MBA</i>	<i>Myrna R. Victoria, MBA</i>
Department Manager A	Department Manager
Noted by:	Approved/Disapproved by:



## REQUEST FOR QUOTATION

PR No. : \_\_\_\_\_ DATE : \_\_\_\_\_

JO No. : 0522-0013

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

Business Permit No: \_\_\_\_\_

TIN No.: \_\_\_\_\_

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After having carefully read and accepted the Terms and Conditions below, I/we submit our quotation/s for the item/s as follows: \_\_\_\_\_ Procurement Assistant A

ITEM #	ITEM DESCRIPTION	Approved Budget of the contract	OFFER				REMARKS
			PRICE		Compliance with technical specifications		
			QTY.	UNIT PRICE	TOTAL	YES	
	PhP: LIGHTING AND VENTILATION SYSTEM (ALL ELECTRICAL FIXTURES, CONVENIENCE OUTLET, SWITCHES AND MUST BE IN GOOD WORKING						
	4. CAPACITY: 30 SQ.M. FLOOR AREA						
	5. AMENITIES: PROVISION FOR COMFORT ROOM AND LAVATORY WITH SEPARATE ELECTRICAL CONNECTION						
	6. RENTAL FEE OF PHP 23, 500.00 MONTHLY OR A ANNUAL RENTAL FEE OF PHP 282, 000.00						
	7. THE CONTRACT WILL COMMENCE STARTING JULY 2022 UNTIL DECEMBER						

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4. Price quotation/s must have:
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  - inclusion of tax
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			QTY.	UNIT PRICE	TOTAL	Compliance with technical specifications	
			YES	NO			
	PhP: _____						
2025.							
8.	MONTHLY PAYMENT OF LEASE 15 DAYS UPON RECEIPT OF BILLING						
9.	CONTRACT MAY TERMINATE FOR LEGAL CAUSE PROVIDED WITH NOTICE THREE MONTHS PRIOR TO TERMININATION.						

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

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

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

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			QTY.	UNIT PRICE	TOTAL	YES	
	PhP: _____ 1 LOT RENTAL OF OFFICE SPACE AS MKWD BRANCH OFFICE AT MUNICIPALITY OF MAKILALA COTABATO  SPECIFICATIONS: (SEE ATTACHED TERMS OF REFERENCE)  1. LOCATION AND SITE CONDITION - ACCESSIBILITY: THE PROPERTY MUST BE ACCESSIBLE DIRECTLY TO THE MAIN THOROUGHFARE BY PUBLIC TRANSPORT, SUCH AS PUJS AND TRICYCLES. - DRAINAGE: IT MUST HAVE AN ADEQUATE AND PROPERLY INSTALLED DRAINAGE SYSTEM - SIDEWALK AND WAITING SHED: THE PROPERTY SHALL HAVE AMPLE				<input type="checkbox"/>	<input type="checkbox"/>	

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