



METRO KIDAPAWAN WATER DISTRICT

Lando, Kidapawan City
Tel nos. (064) 577-1333, 577-1866, Fax # (064) 572-5555
E-mail Address: metrokidapawan.wd@yahoo.com
Website: www.metrokidapawanwd.gov.ph
"Committed to Service, Development and Self-Reliance"



REQUEST FOR QUOTATION

PR No. :

DATE :

JO No. : 0522-0023

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.

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: _____								
	AGENCIES REQUIREMENTS (BIR, LGU, DAR & ROD AND OTHER AGENCIES								

GRAND TOTAL: _____

Signature Over Printed Name:

Contact Number (Landline/Cellphone)/Email Address

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
METRO KIDAPAWAN WATER DISTRICT

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OFFICE OF THE ASSISTANT GENERAL MANAGER FOR OPERATIONS



ISO 9001:2015 Certified
Cert. No. 66478

TERMS OF REFERENCE

PURPOSE	1 LOT HIRING OF LIAISON OFFICER (PROFESSIONAL SERVICE OF MKWD LOT FOR 80 SQUARE METER UNDER TCT NO. T-123967 LOCATED AT BRGY. SAGUING, MAKILALA, COTABATO		
PARTICULARS	☐ PR ☒ JO No.: 0572-0023	Date:	May 25, 2022

ITEMS, SPECIFICATIONS, AND DESCRIPTIONS

SPECIFICATIONS / DESCRIPTION:

1. PROCESS DOCUMENTS RELATIVE TO BIR, LGU, DAR, ROD AND OTHER GOVERNMENT AGENCIES
2. MAY AVAIL 15% OF THE CONTRACT PRICE UPON COMPLETION OF CERTIFICATIONS, AFFIDAVIT AND NOTIFICATION THROUGH SUBMISSION OF DOCUMENTS AND BILLING STATEMENT
3. SIX (6) MONTHS TO ACCOMPLISH TITLING EXCLUDING WAITING TIME FOR OTHER AGENCIES REQUIREMENTS (BIR, LGU, DAR & ROD AND OTHER AGENCIES

Note: For more than 6 items attach separate TOR Form. For More specifications attach necessary supporting documents.

SOURCE OF FUND	APP/PPMP Item No.:	MKWD EQUITY-LWUA-ADB
	Account No.:	

MODES AND TERMS OF PAYMENT	PER ACCOMPLISHMENT BASED ON THE TOR
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REQUIRED SERVICES	
☒ Free Delivery ☐ Free Product Demonstration ☐ Free Installation	Others specify: N/A

REQUIRED CERTIFICATIONS / PERMITS	
QUALIFICATIONS	

AREA OF DELIVERY	MKWD Compound, Brgy. Lanao, Kidapawan City
DATE OF DELIVERY	within 4 months after approval of the Job Order
TIME OF DELIVERY	

WARRANTY PERIOD	N/A
RETENTION	Amount: N/A
	Duration: N/A
TAX INCLUSIVE	YES

OTHER CONDITIONS AND CONSTRAINTS	
N/A	
Prepared by:	Reviewed by:
KEZIAH JEMIMA R. SORIANO Supervising Internal Control Officer	MYRNA R. VICTORIA, MBA Department Manager
Noted by:	Approved/Disapproved by:

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