



REQUEST FOR QUOTATION

PR No. : 0822-001

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.

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	OIL, ENGINE OIL - FULLY SYNTHETIC #40		30.00	liter				<input type="checkbox"/>	<input type="checkbox"/>	
2	FILTER, FUEL FILTER () (#31945-52161)		2.00	pc				<input type="checkbox"/>	<input type="checkbox"/>	
3	FILTER, OIL FILTER () (25NM-SW36)		2.00	pc				<input type="checkbox"/>	<input type="checkbox"/>	
4	OIL, GEAR OIL		1.00	pc				<input type="checkbox"/>	<input type="checkbox"/>	
5	BRAKE, BRAKE CLEANER (120ML)		8.00	BOT				<input type="checkbox"/>	<input type="checkbox"/>	
6	FILTER, AIR CLEANER FILTER		1.00	pc				<input type="checkbox"/>	<input type="checkbox"/>	
7	OIL, ENGINE TREATMENT (240ML)		4.00	pc				<input type="checkbox"/>	<input type="checkbox"/>	
8	OIL, INJECTOR CLEANER (300ML)		4.00	pc				<input type="checkbox"/>	<input type="checkbox"/>	
9	SPRAY, ELECTRICAL CONTACT CLEANER		4.00	BOT				<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. **MOB**
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 One (1) 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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JINKY P. MORENO
 Procurement Assistant A

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ITEM #	ITEM DESCRIPTION	Approved Budget of the Contract	OFFER				REMARKS
			PRICE		Compliance with technical specifications		
			QTY.	UNIT	UNIT PRICE	TOTAL	
	PhP: _____	0.00					

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
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- 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. COD
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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	PROCUREMENT OF COMMON SUPPLIES FOR THE PREVENTIVE MAINTENANCE OF HYUNDAI 6-WH TRUCK MV 4074 FOR THE REMAINING MONTHS OF CY 2022.		
PARTICULARS	<input checked="" type="checkbox"/> PR <input type="checkbox"/> JO No.:	0822 - 001	Date: July 05, 2022
ITEMS, SPECIFICATIONS, AND DESCRIPTIONS			
ITEM 1: ENGINE OIL #40	ITEM 2: FUEL FILTER #31945-52161		
SPECIFICATIONS:	SPECIFICATIONS:		
1 QTY: 30 LITERS	1 QTY: 2 PCS		
2 ENGINE OIL #40 FULLY-SYNTHETIC	2 FUEL FILTER #31945-52161, See sample		
ITEM 3: OIL FILTER # (25NM-SW36)	ITEM 4: GEAR OIL		
SPECIFICATIONS:	SPECIFICATIONS:		
1 QTY: 2 PCS	1 QTY: 1-PAIL		
2 OIL FILTER # (25NM-SW36), See sample	2 See sample		
ITEM 5: BRAKE CLEANER	ITEM 6: AIR CLEANER/FILTER		
SPECIFICATIONS:	SPECIFICATIONS:		
1 QTY: 8 BOT, 120ML	1 QTY: 1-SET		
2 See sample	2 See sample		
ITEM 7: ENGINE TREATMENT	ITEM 8: INJECTOR CLEANER		
SPECIFICATIONS:	SPECIFICATIONS:		
1 QTY: 4 PCS, 240ML	1 QTY: 4-PCS, 300ML		
2 Restorer & Lubricant	2 See sample		
ITEM 9: ELECTRICAL CONTACT CLEANR			
SPECIFICATIONS:			
1 QTY: 4 PCS			
2 200mL Contact Cleaner Spray			

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.:	841 - RM of Motor Vehicles WRPMD
	Account No.:	841 - RM of Motor Vehicles WRPMD

MODES AND TERMS OF PAYMENT	Cash on delivery (COD)
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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	
QUALIFICATIONS	N/A	
AREA OF DELIVERY	MKWD Main Office, Brgy. Lanao, Kid. City	
DATE OF DELIVERY	Upon issuance of Purchase Order	
TIME OF DELIVERY	8:00 A.M. to 5:00 P.M.	
WARRANTY PERIOD	N/A	
RETENTION	Amount:	N/A
	Duration:	N/A
TAX INCLUSIVE	6% for VAT Registered	

OTHER CONDITIONS AND CONSTRAINTS
The supplier shall give notice five (5) days prior to the delivery of items.

Prepared by:	Reviewed by:
 GUILLERMO B. BACLAYON Division Manager A	 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