



REQUEST FOR QUOTATION

PR No. : 0822-004

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.

[Signature]
 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		80.00	liter				<input type="checkbox"/>	<input type="checkbox"/>
2	FUEL, FUEL FILTER (#800141538)		2.00	pc				<input type="checkbox"/>	<input type="checkbox"/>
3	OIL, FILTER OIL (#800101493)		2.00	<ignore				<input type="checkbox"/>	<input type="checkbox"/>
4	FUEL, FUEL FILTER (SEPARATOR)		2.00	pc				<input type="checkbox"/>	<input type="checkbox"/>
5	OIL, GEAR OIL (#90)		4.00	pail				<input type="checkbox"/>	<input type="checkbox"/>
6	OIL, lubricant grease		32.00	kls				<input type="checkbox"/>	<input type="checkbox"/>
7	OIL, OIL #10		4.00	pail				<input type="checkbox"/>	<input type="checkbox"/>
8	FILTER, AIR CLEANER FILTER		1.00	<ignore				<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:

- 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 Seven (7) 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.



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JINKY P. MORENG

 Procurement Assistant A

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			QTY.	UNIT	UNIT PRICE	TOTAL	YES	NO	
	PhP: _____	0.00							

GRAND TOTAL: _____

Signature Over Printed Name: _____

Contact Number (Landline/Cellphone)/Email Address _____

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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"



TERMS OF REFERENCE

PURPOSE	PROCUREMENT OF COMMON SUPPLIES FOR THE PREVENTIVE MAINTENANCE OF HYDRAULIC EXCAVATOR XCMG MD FOR THE REMAINING MONTHS OF CY 2022.		
PARTICULARS	<input checked="" type="checkbox"/> PR <input type="checkbox"/> JO No.:	0822-004	Date: August 10, 2022
ITEMS, SPECIFICATIONS, AND DESCRIPTIONS			
ITEM 1: ENGINE OIL #40	ITEM 2: FUEL FILTER ##800141538		
SPECIFICATIONS: 1 QTY: 1.80 LITERS 2 CF 15W/40 Engine Oil	SPECIFICATIONS: 1 QTY: 2 PCS 2 FUEL FILTER #800141538, See sample		
ITEM 3: OIL FILTER #800101493	ITEM 4: FUEL/FILTER SEPARATOR		
SPECIFICATIONS: 1 QTY: 2 PCS 2 OIL FILTER #800101493, See sample	SPECIFICATIONS: 1 QTY: 2-PCS 2 Heavy duty use, See sample		
ITEM 5: GEAR OIL #90	ITEM 6: GREASE		
SPECIFICATIONS: 1 QTY: 4-PAIL 2 GL-4 SAE140 Gear Oil	SPECIFICATIONS: 1 QTY: 32-KLS 2 #2 Highly pressured lithium-based grease		
ITEM 7: OIL #10	ITEM 8: AIR CLEANER FILTER		
SPECIFICATIONS: 1 QTY: 4 PAIL 2 CF 10W/30 Engine Oil	SPECIFICATIONS: 1 QTY: 1-PC 2 See sample		
ITEM 9: ELECTRICAL CONTACT CLEANER SPRAY			
SPECIFICATIONS: 1 QTY: 4-BOT 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.: 830 - RM of Cont's & Heavy Equipment
	Account No.: 830 - RM of Cont's & Heavy Equipment
MODES AND TERMS OF PAYMENT	Within 60 days after 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	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: GUILLERMO B. BACLAYON Division Manager A	Reviewed by: MYRNA R. VICTORIA, MBA Department Manager A
Noted by: WILSPER LISANDRO M. ALQUEZA, CE/RMP/MBA Material Standards Committee Chairman	Approved/Disapproved by: STELLA M. GONZALES, MPS General Manager