



Republic of the Philippines
METRO KIDAPAWAN WATER DISTRICT
 Lanao, Kidapawan City
 Tel nos. (064)577-1533, 577-1865, 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. : 1222-003

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.

JANET 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	MEALS & SNACKS ((SEE ATTACHED PREFERRED MENU))		1.00	LOT	_____	_____		<input type="checkbox"/>	<input type="checkbox"/>

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 no requested by requesting party 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
 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	(For Project: Please Indicate Account Name and Purpose)		
	Snacks and Meals for different office meetings for the 1st semester of CY 2023.		
PARTICULARS	<input checked="" type="checkbox"/> PR <input type="checkbox"/> JO No.:	Date:	November 29, 2022

ITEMS, SPECIFICATIONS, AND DESCRIPTIONS	
ITEM 1 SPECIFICATIONS: 1 "Please see attached preferred menu" 2 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 4	ITEM 6 SPECIFICATIONS: 1 2 3 4

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.:	B.2.13 Item no. 1,2,3,4,5,6,7
	Account No.:	783

MODES AND TERMS OF PAYMENT	180 days after delivery
-----------------------------------	-------------------------

REQUIRED SERVICES	
<input checked="" type="checkbox"/> Free Delivery <input type="checkbox"/> Free Product Demonstration <input type="checkbox"/> Free Installation	Others specify: Free use of warmers and utensils

REQUIRED CERTIFICATIONS/ PERMITS	Business Permit PhilGEPS Registration
---	--

QUALIFICATIONS	PhilGEPS Registered Complete and updated business documents
-----------------------	--

AREA OF DELIVERY	MKWD Compound, Brgy. Lanao, Kidapawan City
-------------------------	--

DATE OF DELIVERY	
-------------------------	--

TIME OF DELIVERY	as requested by requesting party
-------------------------	----------------------------------

WARRANTY PERIOD	N/A
------------------------	-----

RETENTION	Amount: N/A Duration: N/A
------------------	--

TAX INCLUSIVE	YES
----------------------	-----

OTHER CONDITIONS AND CONSTRAINTS
N/A

Prepared by: BRENDANIL MAGNAYE SICC - B	Reviewed by: N/A 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



SUMMARY OF SNACKS AND MEALS EXPENSE FOR DIFFERENT DEPARTMENT AND DIVISION MEETINGS AND OFFICE ACTIVITIES FOR THE 1ST SEMESTER OF 2023

Set A @ 200/head	Set B @ 100/head	Set C @ 85/head	Set D @ 75/head	Set E @ 40/head
4 viands	Barbecues	Spag/Palabok	Burgers/	Sandwiches
Side dish/veggies	Soup	Noodles	Meatbreads	Juice/
Rice	Rice	Toasted Bread	Softdrinks	Coffee
Dessert	Soft drinks	Softdrinks		
Soft drinks				

JANUARY-FEBRUARY 2023							
# of Meeting	Activities/Meetings	# of Heads	Type of Meal		Estimated Cost		Total
			Snack	Lunch	Snack	Lunch	
10	Technical Meeting	15	Set C		Php85.00		Php12,750.00
3	Other Activities	50	Set C	Set A	Php85.00	Php200.00	Php42,750.00
3	AGMs Committee Mtg.	15	Set D		Php85.00		Php3,825.00
3	Presentations	15	Set C		Php85.00		Php3,825.00
3	Workshop/Seminars	20	Set C	Set A	Php85.00	Php200.00	Php17,100.00
Total for the Month							Php80,250.00

MARCH-APRIL 2023							
# of Meeting	Activities/Meetings	# of Heads	Type of Meal		Estimated Cost		Total
			Snack	Lunch	Snack	Lunch	
10	Technical Meeting	15	Set C		Php85.00		Php12,750.00
3	Other Activities	50	Set C	Set A	Php85.00	Php200.00	Php42,750.00
3	AGMs Committee Mtg.	15	Set D		Php85.00		Php3,825.00
3	Presentations	15	Set C		Php85.00		Php3,825.00
3	Workshop/Seminars	20	Set C	Set A	Php85.00	Php200.00	Php17,100.00
Total for the Month							Php80,250.00

MAY-JUNE 2023							
# of Meeting	Activities/Meetings	# of Heads	Type of Meal		Estimated Cost		Total
			Snack	Lunch	Snack	Lunch	
10	Technical Meeting	15	Set C		Php85.00		Php12,750.00
3	Other Activities	50	Set C	Set A	Php85.00	Php200.00	Php42,750.00
3	AGMs Committee Mtg.	15	Set D		Php85.00		Php3,825.00
3	Presentations	15	Set C		Php85.00		Php3,825.00
3	Workshop/Seminars	15	Set C	Set A	Php85.00	Php200.00	Php13,192.50
Total for the Month							Php76,342.50
GRAND TOTAL FOR THE 1ST SEMESTER							Php229,027.50