



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](mailto:metrokidapawan_wd@yahoo.com)  
 Website: [www.metrokidapawanwd.gov.ph](http://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: _____	<b>0.00</b>							
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.



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## TERMS OF REFERENCE

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

ITEMS, SPECIFICATIONS, AND DESCRIPTIONS	
<b>ITEM 1</b> SPECIFICATIONS: 1 "Please see attached preferred menu" 2 3 4	<b>ITEM 2</b> SPECIFICATIONS: 1 2 3 4
<b>ITEM 3</b> SPECIFICATIONS: 1 2 3 4	<b>ITEM 4</b> SPECIFICATIONS: 1 2 3 4
<b>ITEM 5</b> SPECIFICATIONS: 1 2 3 4	<b>ITEM 6</b> SPECIFICATIONS: 1 2 3 4

**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.2.13 Item no. 1,2,3,4,5,6,7
	<b>Account No.:</b>	783

<b>MODES AND TERMS OF PAYMENT</b>	180 days after delivery
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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: Free use of warmers and utensils

<b>REQUIRED CERTIFICATIONS/ PERMITS</b>	Business Permit PhilGEPS Registration
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<b>QUALIFICATIONS</b>	PhilGEPS Registered Complete and updated business documents
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<b>AREA OF DELIVERY</b>	MKWD Compound, Brgy. Lanao, Kidapawan City
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<b>DATE OF DELIVERY</b>	
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<b>TIME OF DELIVERY</b>	as requested by requesting party
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<b>WARRANTY PERIOD</b>	N/A
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<b>RETENTION</b>	<b>Amount:</b> N/A <b>Duration:</b> N/A
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<b>TAX INCLUSIVE</b>	YES
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OTHER CONDITIONS AND CONSTRAINTS
N/A

<b>Prepared by:</b>  <b>BRENDANIL MAGNAYE</b> SICC - B	<b>Reviewed by:</b>  N/A Department Manager A
<b>Noted by:</b>  <b>WILSPER LISANDRO M. ALQUEZA, CE/RMP/MBA</b> Material Standards Committee Chairman	<b>Approved/Disapproved by:</b>  <b>STELLA M. GONZALES, MPS</b> General Manager



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

<b>Set A</b> @ 200/head	<b>Set B</b> @ 100/head	<b>Set C</b> @ 85/head	<b>Set D</b> @ 75/head	<b>Set E</b> @ 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
<b>Total for the Month</b>							<b>Php80,250.00</b>

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
<b>Total for the Month</b>							<b>Php80,250.00</b>

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
<b>Total for the Month</b>							<b>Php76,342.50</b>
<b>GRAND TOTAL FOR THE 1ST SEMESTER</b>							<b>Php229,027.50</b>



**SUMMARY OF SNACKS AND MEALS EXPENSE FOR GM's MEETING FOR THE 1ST SEMESTER OF 2023**

<b>Sef A</b> <b>@ 200/head</b>	<b>Sef B</b> <b>@ 100/head</b>	<b>Sef C</b> <b>@85/head</b>	<b>Sef D</b> <b>@75/head</b>	<b>Sef E</b> <b>@ 40/head</b>
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				

<b>JANUARY-FEBRUARY 2023</b>							
# of Meeting	Activities/Meetings	# of Heads	Type of Meal		Estimated Cost		Total
			Snack	Lunch	Snack	Lunch	
10	Executive Meeting	20	Set C	Set A	Php85.00	Php200.00	Php57,000.00
10	Top Level Mgmt. Mtng.	15	Set C		Php85.00		Php12,750.00
5	Caucus Meeting	10	Set D		Php75.00		Php3,750.00
5	Round Table Discussion	10	Set D		Php75.00		Php3,750.00
3	Meeting with Visitors	10	Set C	Set A	Php85.00	Php200.00	Php8,550.00
3	Special Meetings	10	Set D		Php75.00		Php2,250.00
3	Emergency Meetings	10	Set D		Php75.00		Php2,250.00
<b>Total for the Month</b>							<b>Php90,300.00</b>

<b>MARCH-APRIL 2023</b>							
# of Meeting	Activities/Meetings	# of Heads	Type of Meal		Estimated Cost		Total
			Snack	Lunch	Snack	Lunch	
10	Executive Meeting	20	Set C	Set A	Php85.00	Php200.00	Php57,000.00
10	Top Level Mgmt. Mtng.	15	Set C		Php85.00		Php12,750.00
5	Caucus Meeting	10	Set D		Php75.00		Php3,750.00
5	Round Table Discussion	10	Set D		Php75.00		Php3,750.00
3	Meeting with Visitors	10	Set C	Set A	Php85.00	Php200.00	Php8,550.00
3	Special Meetings	10	Set D		Php75.00		Php2,250.00
3	Emergency Meetings	10	Set D		Php75.00		Php2,250.00
<b>Total for the Month</b>							<b>Php90,300.00</b>

<b>MAY-JUNE 2023</b>							
# of Meeting	Activities/Meetings	# of Heads	Type of Meal		Estimated Cost		Total
			Snack	Lunch	Snack	Lunch	
10	Executive Meeting	20	Set C	Set A	Php85.00	Php200.00	Php57,000.00
10	Top Level Mgmt. Mtng.	15	Set C		Php85.00		Php12,750.00
5	Caucus Meeting	10	Set D		Php75.00		Php3,750.00
5	Round Table Discussion	10	Set D		Php75.00		Php3,750.00
3	Meeting with Visitors	10	Set C	Set A	Php85.00	Php200.00	Php8,550.00
3	Special Meetings	10	Set D		Php75.00		Php2,250.00
3	Emergency Meetings	10	Set D		Php75.00		Php2,250.00
<b>Total for the Month</b>							<b>Php90,300.00</b>
<b>GRAND TOTAL FOR THE 1ST SEMESTER</b>							<b>Php270,900.00</b>

**SUMMARY OF SNACKS AND MEALS EXPENSE FOR THE 1ST SEMESTER OF 2023**

<b>No.</b>	<b>Meeting</b>	<b>TOTAL</b>
1	Executive Meeting	171,000.00
2	Top Level Mgmt. Mtng.	38,250.00
3	Caucus Meeting	11,250.00
4	Round Table Discussion	11,250.00
5	Meeting with Visitors	25,650.00
6	Special Meetings	6,750.00
7	Emergency Meetings	6,750.00
8	Technical Meeting	38,250.00
9	Other Activities	128,250.00
10	AGMs Committee Mtg.	11,475.00
11	Presentations	11,475.00
12	Workshop/Seminars	47,392.50
		507,742.50