



**REQUEST FOR QUOTATION**

PR No. : 0223-017

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 \_\_\_\_\_, 2023.

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	AIR, AIR FRESHENER 320 ML		90.00	tube				<input type="checkbox"/>	<input type="checkbox"/>	
2	ALBATROSS, ALBATROSS -		80.00	pc				<input type="checkbox"/>	<input type="checkbox"/>	
3	ALCOHOL, ALCOHOL (4L)		44.00	gal				<input type="checkbox"/>	<input type="checkbox"/>	
4	BLEACH, HOUSEHOLD BLEACH		36.00	gal				<input type="checkbox"/>	<input type="checkbox"/>	
5	BROOM, SOFT BROOM -		44.00	pc				<input type="checkbox"/>	<input type="checkbox"/>	
6	BROOM, STICK BROOM -		25.00	pc				<input type="checkbox"/>	<input type="checkbox"/>	
7	BRUSH, BRUSH WITH HANDLE		25.00	pc				<input type="checkbox"/>	<input type="checkbox"/>	
8	BUCKET, MOP BUCKET		2.00	pc				<input type="checkbox"/>	<input type="checkbox"/>	
9	CLEANER, CLEANER TOILET BOWL AND URINAL		49.00	BOT				<input type="checkbox"/>	<input type="checkbox"/>	
10	CLEANER, GLASS CLEANER		17.00	BOT				<input type="checkbox"/>	<input type="checkbox"/>	
11	CLEANSER, CLEANSER SCOURING POWDER		90.00	can				<input type="checkbox"/>	<input type="checkbox"/>	
12	DETERGENT, DETERGENT POWDER 1KG/POUCH		120.00	pc				<input type="checkbox"/>	<input type="checkbox"/>	
13	DIPPER, DIPPER		22.00	pc				<input type="checkbox"/>	<input type="checkbox"/>	
14	SPRAY, DISINFECTANT SPRAY (LYSOL-TYPE)		38.00	pc				<input type="checkbox"/>	<input type="checkbox"/>	
15	TOOLS, DOOR KNOB -		4.00	set				<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
- Manufacturer's PNS
- DTI Certificate

**OTHER TERMS AND CONDITIONS:**

1. The mode of payment is within  Six (6) months upon issuance of IAR  Three (3) months upon issuance of IAR  Two (2) months upon issuance of IAR  One (1) month upon issuance of IAR.
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 r
  - Award of contract shall be made to the lowest quotation ( for goods ar
  - Erasures or overwriting is not allowed unless signed by duly authorized representative/s.
5. The item/s shall be delivered within TEN (10) 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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SIRRY P. MORENO

Procurement Assistant A

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	PhP: _____	0.00								
16	FEATHER, FEATHER DUSTER		9.00	pc				<input type="checkbox"/>	<input type="checkbox"/>	
17	BAG, GARBAGE BAG - LARGE		120.00	pc				<input type="checkbox"/>	<input type="checkbox"/>	
18	BAG, GARBAGE BAG - XL		120.00	pc				<input type="checkbox"/>	<input type="checkbox"/>	
19	BAG, GARBAGE BAG - XXL		120.00	pc				<input type="checkbox"/>	<input type="checkbox"/>	
20	GLOVES, GLOVES - CONSTRUCTION		6.00	pairs				<input type="checkbox"/>	<input type="checkbox"/>	
21	HAND TOWEL, HAND TOWEL		60.00	pc				<input type="checkbox"/>	<input type="checkbox"/>	
22	LAGARAO, LAGARAO ORDINARY		15.00	pcs				<input type="checkbox"/>	<input type="checkbox"/>	
23	LIQUID, DISHWASHING		30.00	BOT				<input type="checkbox"/>	<input type="checkbox"/>	
24	MOP, MOP HANDLE (SCREW-TYPE)		6.00	pc				<input type="checkbox"/>	<input type="checkbox"/>	
25	NYLON, NYLON CORD - GRASS CUTTER		320.00	meter				<input type="checkbox"/>	<input type="checkbox"/>	
26	PAIL, PAIL (plastic)		49.00	pc				<input type="checkbox"/>	<input type="checkbox"/>	
27	PAN, DUST PAN		10.00	pc				<input type="checkbox"/>	<input type="checkbox"/>	
28	RUG, COTTON RUG		30.00	pc				<input type="checkbox"/>	<input type="checkbox"/>	
29	ROUND, ROUND UP		12.00	Gallons				<input type="checkbox"/>	<input type="checkbox"/>	
30	RUBBER, RUBBER BOOTS		15.00	pairs				<input type="checkbox"/>	<input type="checkbox"/>	
31	RUG, FLOOR RUGS		24.00	pc				<input type="checkbox"/>	<input type="checkbox"/>	
32	SACK, EMPTY SACKS		30.00	pc				<input type="checkbox"/>	<input type="checkbox"/>	
33	SCOURING, SCOURING PAD		20.00	pck				<input type="checkbox"/>	<input type="checkbox"/>	

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  - Erasures or overwriting is not allowed unless signed by duly authorized representative/s.
- The item/s shall be delivered within 10 (10) 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. MORENO

Procurement Assistant A

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			QTY.	UNIT	UNIT PRICE	TOTAL	YES	NO	
	PhP: _____	0.00							
34	SEALANT, SEALANT		6.00	qrt				<input type="checkbox"/>	<input type="checkbox"/>
35	SHOVEL, SHOVEL - ORDINARY ((SPADE TYPE))		6.00	pc				<input type="checkbox"/>	<input type="checkbox"/>
36	SOAP, LIQUID HAND SOAP		32.00	BOT				<input type="checkbox"/>	<input type="checkbox"/>
37	SOAP, SOAP BATH (BIG)		64.00	pc				<input type="checkbox"/>	<input type="checkbox"/>
38	SPRAY, SPRAY INSECTICIDE (BAYGON)		35.00	BOT				<input type="checkbox"/>	<input type="checkbox"/>
39	TRASH CAN, PLASTIC BLACK		6.00	pc				<input type="checkbox"/>	<input type="checkbox"/>
40	BAG, GARBAGE BAG (TRANSPARENT)		60.00	pc				<input type="checkbox"/>	<input type="checkbox"/>
41	TOOLS, WHEEL BORROW -		3.00	UNIT				<input type="checkbox"/>	<input type="checkbox"/>

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](mailto:metrokidapawan_wd@yahoo.com)  
 Website: [www.metrokidapawanwd.gov.ph](http://www.metrokidapawanwd.gov.ph)  
**"Committed to Service, Development and Self-Reliance"**



ISO 9001:2015 Certified  
 Cert. No. 66478

### TERMS OF REFERENCE

<b>PURPOSE</b>	<b>PROCUREMENT OF JANITORIAL SUPPLIES INTENDED JANITORIAL ACTIVITY CONSUMPTION (APRIL - JUNE 2023)</b>		
<b>PARTICULARS</b>	<input checked="" type="checkbox"/> PR <input type="checkbox"/> JO No.:	<b>Date:</b>	<b>06-Feb-23</b>

ITEMS, SPECIFICATIONS, AND DESCRIPTIONS	
<b>ITEM 1 Janitorial Supplies</b> SPECIFICATIONS: 1 good quality 2 see attached list and detailed specification 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	<b>ITEM 6</b> SPECIFICATIONS: 1 2 3

**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> 765
	<b>Account No.:</b> 765

<b>MODES AND TERMS OF PAYMENT</b>	within 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:

<b>REQUIRED CERTIFICATIONS/ PERMITS</b>	BUSINESS PERMIT
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<b>QUALIFICATIONS</b>	N/A
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<b>AREA OF DELIVERY</b>	MKWD MAIN OFFICE
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<b>DATE OF DELIVERY</b>	MONDAY - FRIDAY
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<b>TIME OF DELIVERY</b>	8:00 AM - 3:00PM
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<b>WARRANTY PERIOD</b>	N/A
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<b>RETENTION</b>	<b>Amount:</b> N/A
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	<b>Duration:</b> N/A
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<b>TAX INCLUSIVE</b>	YES IF APPLICABLE
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OTHER CONDITIONS AND CONSTRAINTS
RETURN ITEM IN CASE OF NON COMPLIANCE

<b>Prepared by:</b>  <b>ESMERALDO P. DAGAN, MBA</b> Requisitioner	<b>Reviewed by:</b>  <b>MYRNA R. VICTORIA, MBA</b> Department Manager A
<b>Noted by:</b>  <b>WILESPER LISANDRO M. ALQUEZA, CE/RMP/MBA</b> Material Standards Committee Chairman	<b>Approved/Disapproved by:</b>  <b>STELLA M. GONZALES, MPS</b> General Manager



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 Lanao, Kidapawan City

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 Certified  
 Cert. No. 66478

**"Committed to Service, Development and Self-Reliance"**

**OFFICE OF THE ASSISTANT GENERAL MANAGER FOR ADMIN. & FINANCE**

**Janitorial Supplies Specification**

No.	ITEM DESCRIPTION	MEASUREMENT	Specifications
1	AIR AIR FRESHENER 280ML/CAN	bot	Net Content: 320ML (275g), any scent, 5 in 1, Glade brand
2	ALBATROSS ALBATROSS	pcs	Net Weight: 50g, Any scent
3	ALCOHOL ALCOHOL	bot	Net Content: 500mL; Aniseptic, Disinfectant, 70% Solution
4	BASKET WASTE PLASTIC	gal	Medium size
5	BLEACH ZONROX	gal	Net Content: 3785 mL, 6 in 1 total clean
6	BROOM BROOM SOFT	pcs	heavy duty
7	BROOM BROOM STICK	pcs	heavy duty
8	BRUSH BRUSH - LAUNDRY	pcs	Big, Heavy duty
9	BRUSH BRUSH WITH HANDLE	pcs	Big, Heavy duty
10	BUCKET MOP BUCKET	pcs	Big, Heavy duty
11	CLEANER CLEANER TOILET BOWL AND URINAL	bot	Net Weight: 500mL (500g), Mr. Muscle
12	CLEANER FURNITURE	bot	Net weight: 330mL (292g), Pledge
13	CLEANER GLASS CLEANER	bot	Net Weight: 500mL (500g), Mr. Muscle
14	CLEANSER CLEANSER SCOURING POWDER	pcs	Net weight: 500g, any scent
15	DETERGENT DETERGENT POWDER 1KG/POUCH	pcs	Big, Net Content: 1000g (1kg), any scent/ flavor
16	DIGGING BAR	pcs	heavy duty
17	DIPPER DIPPER	pcs	heavy duty
18	DISINFECTANT LYSOL TYPE BIG	bot	Big, Active ingredient: Ethanol 60%, Net weight: 510g, any scent
18	DOOR DOOR KNOB	pcs	heavy duty
19	FEATHER FEATHER DUSTER	pcs	heavy duty
20	FERTILIZER - COMPLETE 14-14-14	SACK	Sack,Content : 14-14-14
21	Flower pot	pcs	Regular size
22	Garbage Bag (plastic), black - EXTRA-LARGE	pcs	Color: Black, Size: XL
23	Garbage Bag (plastic), black - LARGE	pcs	Color: Black, Size: Large
24	Garbage Bag (plastic), black - XX-LARGE	pcs	Color: Black, Size: XXL
25	Garbage Bag (plastic), Transparent - XX-LARGE 25 x 50 cm	pcs	Color: Transparent, Size: XXL
26	GLOVES GLOVES - CONSTRUCTION	pair	heavy duty
27	HAND TOWEL HAND TOWEL	pcs	heavy duty
28	INSECTECIDE AEROSOL TYPE 600ML/CAN	bot	Big, Content: 396g, Multi-insect killer, Baygon
29	LAGARAO LAGARAO ORDINARY	pcs	heavy duty

### Janitorial Supplies Specification

No.	ITEM DESCRIPTION	MEASUREMENT	Specifications
30	LIQUID DISHWASHING	bot	Net Content: 500mL, Any Flavor, Antibacterial
31	MOP MOP HANDLE SCREW TYPE	pcs	heavy duty
32	MOP MOP HEAD	pcs	heavy duty
33	NYLONE NYLONE 3MM DIA	pcs	Size: 3mm diameter
34	PAIL PAIL (plastic)	pcs	Regular size, Heavy Duty, Plastic
35	PAN DUST PAN	pcs	Regular size, Heavy Duty, Plastic
36	RAG RAG COTTON	KG	Good quality
37	ROUND ROUND UP	gal	Net Content: 1 gallon
38	RUBBER RUBBER BOOTS	pair	Good quality
39	RUG FLOOR RUGS	pcs	Good quality
40	SACKS SACKS EMPTY	pcs	Good quality
41	SANGGOT GUNA	pcs	heavy duty
41	SCOURING SCOURING PAD	pcs	Good quality
42	SEALANT SEALANT	can	Net Content: 1L, All around Sealant
43	SHEAR PRUNNING	pcs	heavy duty
44	SHOVEL SHOVEL - ORDINARY	pcs	heavy duty
45	SOAP LIQUID HAND SOAP	bot	Net Content: 500mL, Any scent
46	SOAP SOAP BATH (BIG)	pcs	Big, Net Weight: 130g
47	SPRAY SPRAY INSECTICIDE (BAYGON)	bot	Big, Content: 396g, Multi-insect killer, Baygon
48	TISSUE TOILET PAPER	rolls	Type: 2 ply, Size: 402mm x 402mm x 600mm
49	TOILET PAPER DISPENSER	pcs	heavy duty
50	TRASH CAN PLASTIC -LARGE	pcs	Plastic, Heavy duty, Large
51	SHORT WEEDING BOLO	pcs	heavy duty
52	TRASHBAG, plastic, transparent,	pcs	Color: Transparent, Size: XXL, Plastic
53	Wheel Borrow Heavy Duty	pcs	heavy duty