



REQUEST FOR QUOTATION

PR No. : _____

DATE : _____

JO No. : 0223-0013

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.

JIMMY 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 PhP: _____	OFFER					REMARKS
			PRICE		Compliance with technical specifications			
			QTY.	UNIT	UNIT PRICE	TOTAL	YES	
	1 LOT RENTAL OF OFFICE SPACE AS MKWD BRANCH OFFICE AT MUNICIPALITY OF MAGPET, COTABATO FOR 2-YEAR CONTRACT. SPECIFICATIONS: (SEE ATTACHED TERMS OF REFERENCE) 1. LOCATION AND SITE CONDITION - ACCESSIBILITY: THE PROPERTY MUST BE ACCESSIBLE DIRECTLY TO THE MAIN THOROUGHFARE BY PUBLIC TRANSPORT, SUCH AS PUJS AND TRICYCLES. - DRAINAGE: IT MUST HAVE AN ADEQUETE AND PROPERLY INSTALLED DRAINAGE SYSTEM. - SIDEWALK AND WAITING AREA: THE PROPERTY SHALL HAVE AMPLE					<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:

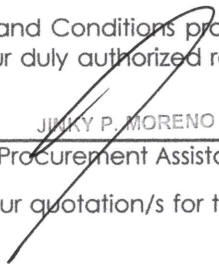
1. The mode of payment is within Six (6) months Three (3) months Two (2) months One (1) month.
2. Bidders shall provide correct and accurate information required in this form.
3. Bidders may quote for any at all times except for one (1) lot requisition.
4. Price quotation/s must have:
 - validity - Thirty (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 ____ () 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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			PRICE				Compliance with technical specifications		REMARKS
			QTY.	UNIT	UNIT PRICE	TOTAL	YES	NO	
	Php: _____ PEDESTRIAN SIDEWALKS. - PARKING SPACE: THE PROPERTY MUST HAVE AN PARKING SPACE. - ECONOMIC POTENTIAL: THE PROPERTY MUST BE LOCATED IN A COMMERCIAL OR BUSINESS DISTRICT AND/OR CLASSIFIED AS MIXED USE. (OFFICE, COMMERCIAL, BUSINESS) 2. STRUCTURAL CONDITION: THE BUILDING IS DESIGNED IN COMPLIANCE WITH THE BUILDING CODE OF THE PHILIPPINES. FULLY FURNISHED FLOORING WITH TILES, PAINTED WALLS AND CEILING. 3. LIGHT AND VENTILATION: THE BUILDING'S COMMON AREAS MUST HAVE PROPER								

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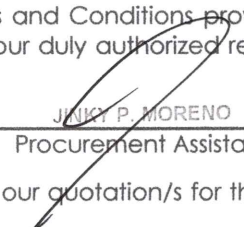
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			QTY.	UNIT	UNIT PRICE	TOTAL	YES		NO
	PhP: _____ LIGHTING SYSTEM (ALL ELECTRICAL FIXTURES, CONVENIENCE OUTLETS, SWITCHES AND MUST BE IN GOOD WORKING CONDITION. 4. WITH A SEPARATE COTELCO ELECTRIC CONNECTION AND METER. 5. WITH SEPARATE WATER SERVICE CONNECTION. 6. CAPACITY: >30 SQ.M FLOOR AREA WITH PROVISION OF EXIT DOOR 7. AMENITIES: PROVISION FOR COMFORT ROOM AND LAVATORY WITH SEPARATE WATER CONNECTION.								

Please submit the following requirements:

- | | |
|--|---|
| <input type="checkbox"/> Mayor's Permit | <input type="checkbox"/> PCAB License (Infra) |
| <input type="checkbox"/> Professional License/Curriculum (Consulting Services) | <input type="checkbox"/> Income Business Tax Return |
| <input type="checkbox"/> Philgeps Registration Number | <input type="checkbox"/> Omnibus Sworn Statements |

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	PhP: _____ 8. THE CONTRACT WILL COMMENCE STARTING MARCH 2023 UNTIL DECEMBER 2023. 9. MONTHLY PAYMENT OF LEASE 15 DAYS UPON RECEIPT OF BILLING. 10. CONTRACT MAY TERMINATE FOR LEGAL CAUSE PROVIDED WITH NOTICE THREE (3) MONTHS PRIOR TO TERMINATION. 11. THE QOUTED AMOUNT IN THE RFQ MUST BE FIXED WITHIN THE TERM OF THE CONTRACT.								

Please submit the following requirements:

- | | |
|--|---|
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	PhP: _____						

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	RENTAL OF OFFICE SPACE FOR MKWD BRANCH OFFICE AT THE MUNICIPALITY OF MAGPET, COTABATO		
PARTICULARS	<input type="checkbox"/> PR <input checked="" type="checkbox"/> JO No.:	0223 - 0013	Date: February 8, 2023

ITEMS, SPECIFICATIONS, AND DESCRIPTIONS

ITEM 1 RENTAL OF OFFICE SPACE AS MKWD BRANCH OFFICE AT MUNICIPALITY OF MAGPET, COTABATO

SPECIFICATIONS:

- 1 Location and site condition
 1. Accessibility: The property must be accessible directly to the main thoroughfare by public transport, such as PUJs and Tricycles.
 2. Drainage: It must have an adequate and properly installed drainage system
 3. Sidewalk and Waiting area: The property shall have ample pedestrian sidewalks.
 4. Parking Space: The property must have a parking space.
 5. Economic Potential. The property must be located in a commercial or business district and/or classified as mixed use (office, commercial, business).
- 2 Structural condition: The building is designed in compliance with the Building Code of the Philippines. Fully furnished flooring with tiles, painted walls and ceiling
- 3 Light and Ventilation. The building's common areas must have proper lighting system (All electrical fixtures, convenience outlets, switches and must be in good working condition
- 5 With a separate COTELCO electric connection and meter
- 6 Capacity: ≥ 30 SQ.M. Floor Area With provision of exit door
- 7 Amenities: Provision for comfort room and lavatory with a separate water connection
- 8 The Contract will commence starting March 2023 until December 2023
- 9 Monthly payment of lease 15 days upon receipt of billing.
- 10 Contract may terminate for legal cause provided with notice three (3) months prior to termination.

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.:	
	Account No.:	

MODES AND TERMS OF PAYMENT	Monthly payment of lease 15 days upon receipt of billing
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REQUIRED SERVICES

<input type="checkbox"/> Free Delivery <input type="checkbox"/> Free Product Demonstration <input type="checkbox"/> Free Installation	Others specify:
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REQUIRED CERTIFICATIONS/ PERMITS	
QUALIFICATIONS	The Lessor must be the absolute owner of the property
AREA OF DELIVERY	
DATE OF DELIVERY	
TIME OF DELIVERY	
WARRANTY PERIOD	N/A
RETENTION	Amount: N/A
	Duration: N/A
TAX INCLUSIVE	7% for VAT Registered or 5% Non-VAT Registered

OTHER CONDITIONS AND CONSTRAINTS

N/A

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