



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. : 0923-007

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.

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	OFFER						REMARKS
			PRICE				Compliance with technical specifications		
			QTY.	UNIT	UNIT PRICE	TOTAL	YES	NO	
	PhP: <u>330,295.00</u>								
1	BALLPEN, BLACK GOOD QUALITY	250.00	pc					<input type="checkbox"/>	<input type="checkbox"/>
2	BATTERY, BATTERY AAA (TRIPLE A)	6.00	pcs					<input type="checkbox"/>	<input type="checkbox"/>
3	BATTERY, BATTERY ALKALINE AA	9.00	pack					<input type="checkbox"/>	<input type="checkbox"/>
4	BATTERY, RECHARGEABLE SIZE AA	3.00	pc					<input type="checkbox"/>	<input type="checkbox"/>
5	CARTRIDGE, LX310	9.00	pc					<input type="checkbox"/>	<input type="checkbox"/>
6	CARTRIDGE, RIBBON CARTRIDGE FX2175	6.00	pc					<input type="checkbox"/>	<input type="checkbox"/>
7	CLEAR, CLEAR BOOK FOLDER (Long)	15.00	pc					<input type="checkbox"/>	<input type="checkbox"/>
8	CONTINUOUS, CONTINUOUS FORM 2 PLY 11X14	9.00	box					<input type="checkbox"/>	<input type="checkbox"/>
9	CONTINUOUS, FORM CARBONLESS, 2PLY 11" X 9 1/2MM	3.00	box					<input type="checkbox"/>	<input type="checkbox"/>
10	CORRECTION, CORRECTION TAPE	75.00	pc					<input type="checkbox"/>	<input type="checkbox"/>
11	ENVELOP, ENVELOP EXPANDABLE LONG	100.00	pc					<input type="checkbox"/>	<input type="checkbox"/>
12	FOLDER, FOLDER EXECUTIVE GREEN LONG	200.00	pc					<input type="checkbox"/>	<input type="checkbox"/>
13	FOLDER, FOLDER LONG ORDINARY-BROWN	200.00	pc					<input type="checkbox"/>	<input type="checkbox"/>
14	FOLDER, folder white-legal (WITH METAL TAB)	30.00	pcs					<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 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).
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 # (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**

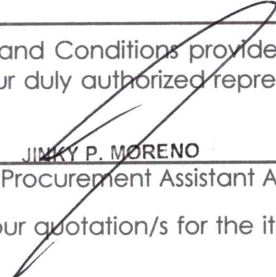
PR No. : 0923-007

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.

  
 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	OFFER						REMARKS	
			PRICE				Compliance with technical specifications			
			QTY.	UNIT	UNIT PRICE	TOTAL	YES	NO		
	PhP: _____	<b>330,295.00</b>								
15	GLUE, GLUE		9.00	bots				<input type="checkbox"/>	<input type="checkbox"/>	
16	GLUE, PADDING GLUE		6.00	JAR				<input type="checkbox"/>	<input type="checkbox"/>	
17	INK, INK CANNON 810 (BLACK)		6.00	pc				<input type="checkbox"/>	<input type="checkbox"/>	
18	INK, INK CANNON 811 (COLORED)		6.00	pc				<input type="checkbox"/>	<input type="checkbox"/>	
19	INK, INK FLOW - BLACK		50.00	bots				<input type="checkbox"/>	<input type="checkbox"/>	
20	INK, INK FLOW - CYAN		24.00	bots				<input type="checkbox"/>	<input type="checkbox"/>	
21	INK, INK FLOW - MAGENTA		24.00	bots				<input type="checkbox"/>	<input type="checkbox"/>	
22	INK, INK FLOW - YELLOW		24.00	BOT				<input type="checkbox"/>	<input type="checkbox"/>	
23	KEYBOARD, COMPUTER KEYBOARD USB TYPE		3.00	pc				<input type="checkbox"/>	<input type="checkbox"/>	
24	MARKER, MARKER WYTEBOARD		9.00	pc				<input type="checkbox"/>	<input type="checkbox"/>	
25	Molar, molar file		15.00	pc				<input type="checkbox"/>	<input type="checkbox"/>	
26	MOUSE-, MOUSE- COMPUTER		6.00	pc				<input type="checkbox"/>	<input type="checkbox"/>	
27	NOTEBOOK, NOTEBOOK ENGINEERING FIELD		30.00	pc				<input type="checkbox"/>	<input type="checkbox"/>	
28	PAPER, canon (long) blue		2.00	ream				<input type="checkbox"/>	<input type="checkbox"/>	
29	PAPER, CLIP BACKFOLD 19MM		24.00	boxes				<input type="checkbox"/>	<input type="checkbox"/>	
30	PAPER, CLIP BACKFOLD 25MM		24.00	box				<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:**

- 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.
- 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 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.
- 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.





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**

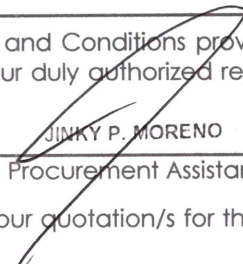
PR No. : 0923-007

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: <u>330,295.00</u>									
31	PAPER, CLIP BACKFOLD 32MM		24.00	boxes				<input type="checkbox"/>	<input type="checkbox"/>
32	PAPER, CLIP BACKFOLD 50MM		24.00	boxes				<input type="checkbox"/>	<input type="checkbox"/>
33	PAPER, CLIP BACKFOLD 75 MM		24.00	pc				<input type="checkbox"/>	<input type="checkbox"/>
34	PAPER, CLIP GEM TYPE JUMBO 32MM 100S/BOX		24.00	box				<input type="checkbox"/>	<input type="checkbox"/>
35	PAPER, CLIP GEM TYPE JUMBO 48MM 100S/BOX		24.00	box				<input type="checkbox"/>	<input type="checkbox"/>
36	PAPER, FASTENER METAL NON-SHARP EDGE,50SETS,HOLE-HOLE 7CM		50.00	box				<input type="checkbox"/>	<input type="checkbox"/>
37	PAPER, NEWSPRINT		12.00	ream				<input type="checkbox"/>	<input type="checkbox"/>
38	PAPER, NOTE PAD (2X3) 100 SHEETS/PAD		27.00	pc				<input type="checkbox"/>	<input type="checkbox"/>
39	PAPER, NOTE PAD (3X3) 100 SHEETS/PAD		27.00	pc				<input type="checkbox"/>	<input type="checkbox"/>
40	PAPER, NOTE PAD (3X4) 100 SHEETS/PAD		27.00	pc				<input type="checkbox"/>	<input type="checkbox"/>
41	PAPER, PAPER BOOK A4 SIZE		470.00	ream				<input type="checkbox"/>	<input type="checkbox"/>
42	PAPER, PAPER BOOK LONG (LEGAL SIZE)		470.00	ream				<input type="checkbox"/>	<input type="checkbox"/>
43	PAPER, paper laid		3.00	REAMS				<input type="checkbox"/>	<input type="checkbox"/>
44	PAPER, PAPER LAID LEGAL		3.00	REAMS				<input type="checkbox"/>	<input type="checkbox"/>
45	PAPER, PAPER YELLOW		3.00	pad				<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:**

- 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.
- 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 r
  - Award of contract shall be made to the lowest quotation ( for goods at
  - 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.





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. : 0923-007

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: _____	<b>330,295.00</b>							
46	RECORD, RECORD BOOK 300 LVS. (7" X 11")		30.00	pc				<input type="checkbox"/>	<input type="checkbox"/>
47	RECORD, RECORD BOOK 500 LVS. (7" X 11")		30.00	pc				<input type="checkbox"/>	<input type="checkbox"/>
48	RIBBON, RIBBON COMPUTER		30.00	roll				<input type="checkbox"/>	<input type="checkbox"/>
49	RUBBER, BOND MULTI-COLOR		30.00	box				<input type="checkbox"/>	<input type="checkbox"/>
50	SIGN, SIGN PEN (BLACK)		150.00	PC.				<input type="checkbox"/>	<input type="checkbox"/>
51	SIGNPEN, SIGNPEN (BLUE)		30.00	pc				<input type="checkbox"/>	<input type="checkbox"/>
52	STAPLE, STAPLE WIRE NO. 35		45.00	box				<input type="checkbox"/>	<input type="checkbox"/>
53	STAPLER, STAPLE REMOVER		6.00	pc				<input type="checkbox"/>	<input type="checkbox"/>
54	T, THREAD BALL		12.00	roll				<input type="checkbox"/>	<input type="checkbox"/>
55	TAPE, DUCT TAPE		12.00	pc				<input type="checkbox"/>	<input type="checkbox"/>
56	TAPE, TRANSPARENT (1")24MM WIDTH		60.00	roll				<input type="checkbox"/>	<input type="checkbox"/>
57	TIME, TIME CARD-BUNDY CLOCK		3.00	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:**

- 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.
- 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 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.
- 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.





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**

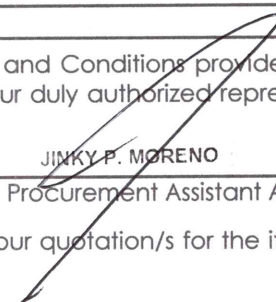
PR No. : 0923-007

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	
	PhP: _____	<b>330,295.00</b>						

GRAND TOTAL: \_\_\_\_\_

Signature Over Printed Name: \_\_\_\_\_

Contact Number (Landline/Cellphone)/Email Address \_\_\_\_\_

**Please submit the following requirements:**

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

**OTHER TERMS AND CONDITIONS:**

- 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.
- 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 r
  - Award of contract shall be made to the lowest quotation ( for goods at
  - 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.





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"**



### TERMS OF REFERENCE

<b>PURPOSE</b>	<b>PROCUREMENT OF OFFICE SUPPLIES INTENDED FOR MKWD OFFICES USE GOOD FOR THE REMAINING MONTHS OF 2023 CONSUMPTION</b>		
<b>PARTICULARS</b>	<input checked="" type="checkbox"/> PR <input type="checkbox"/> JO No.:	<b>Date:</b>	04-Sep-23

ITEMS, SPECIFICATIONS, AND DESCRIPTIONS	
<b>ITEM 1</b> Office Supplies <b>SPECIFICATIONS:</b> 1 <b>good quality</b> 2 see attached list and detailed specifications 3 4	<b>ITEM 2</b> <b>SPECIFICATIONS:</b> 1 2 3 4
<b>ITEM 3</b> <b>SPECIFICATIONS:</b> 1 2 3	<b>ITEM 4</b> <b>SPECIFICATIONS:</b> 1 2 3
<b>ITEM 5</b> <b>SPECIFICATIONS:</b> 1 2 3	<b>ITEM 6</b> <b>SPECIFICATIONS:</b> 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>	755
	<b>Account No.:</b>	755

<b>MODES AND TERMS OF PAYMENT</b>	within (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: INCLUSIVE OF HAULING

<b>REQUIRED CERTIFICATIONS/ PERMITS</b>	2023 BUSINESS PERMIT, 2023 ITR AND 2022 FS Philgeps Registration
---	---

<b>QUALIFICATIONS</b>	N/A
-----------------------	-----

<b>AREA OF DELIVERY</b>	MKWD MAIN OFFICE
-------------------------	------------------

<b>DATE OF DELIVERY</b>	MONDAY - FRIDAY
-------------------------	-----------------

<b>TIME OF DELIVERY</b>	8:00 AM - 3:00PM
-------------------------	------------------

<b>WARRANTY PERIOD</b>	N/A
------------------------	-----

<b>RETENTION</b>	<b>Amount:</b>	N/A
	<b>Duration:</b>	N/A

<b>TAX INCLUSIVE</b>	YES IF APPLICABLE
----------------------	-------------------

OTHER CONDITIONS AND CONSTRAINTS
RETURN ITEM IN CASE OF NON COMPLIANCE

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





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

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

**Office Supplies Specification**

No.	ITEM DESCRIPTION	MEASUREMENT	Specifications
1	BALLPEN- BLUE	piece	Good quality, ink: Blue
2	BALLPEN- RED	piece	Good quality, ink: Red
3	BALLPEN- BLACK	piece	Good quality, ink: Black
4	BATTERY ALKALINE SIZE D	piece	Size/Type: D Size; Heavy duty
5	BATTERY AAA (TRIPLE A)	pair	Size/Type: Triple A (AAA), Heavy duty
6	BATTERY ALKALINE AA	pair	Size/Type: Double A (AA), Heavy duty
7	BATTERY CHARGER FOR AA	pair	Good quality; 220V-50Hz 5W
8	RECHARGEABLE BATTERY SIZE AA	pair	Size/Type: Double A (AA), Heavy duty
9	BOARD CHIP BOARD	Sheet	Good Quality
10	CALCULATOR ORD.8-DIGIT BIG DISPLAY	piece	Extra Large Display, 12 digits, Plastic Keys, Battery or Solar Compallible
11	CALCULATOR SCIENTIFIC	piece	252 Functions, Easy Menu function, Battery Compatible, Model: Fx-350ES Plus
12	CARTRIDGE LX310	piece	Type: LX -310, 17.7meters/58.0 ft, Epson
13	CARTRIDGE FX2175	piece	Type: FX -2175, 32.0meters/104.9 ft, Epson
14	CLEAR BOOK - SHORT	piece	Size: A4, any color (Cover)
15	CLEAR BOOK FOLDER (Long)	piece	Size: Long, any color (Cover)
16	COLUMNAR NOTEBOOK 8 COLUMNS	piece	Type: 8 Columns
17	COLUMNAR NOTEBOOK - 12 COLUMN	piece	Type: 12 Columns
18	COLUMNAR NOTEBOOK - 24 COLUMN	piece	Type: 24 Columns
19	COLUMNAR NOTEBOOK - 36COLUMN	piece	Type: 36 Columns
20	columnar pad -14 columns	piece	Type: 14 Columns
21	CONTINUOUS FORM 1 PLY 11`` X 9- 1/2	piece	Size:11`` X 9- 1/2, Ply: 1, Form: Tabulating Stock Form, Paper Type: STD Bond Plain with Side Perf
22	CONTINUOUS FORM 1 PLY 11X14 7/8	piece	Size:11X14 7/8, Ply: 1, Form: Tabulating Stock Form, Paper Type: STD Bond Plain with Side Perf
23	CONTINUOUS FORM 2 PLY 11X14	piece	Size:11X14 7/8, Ply: 2, Form: Tabulating Stock Form, Paper Type: STD Bond Plain with Side Perf
24	CONTINUOUS FORM 2 PLY 11X9 1/2	piece	Size:11`` X 9- 1/2, Ply: 2, Form: Tabulating Stock Form, Paper Type: STD Bond Plain with Side Perf
25	CONTINUOUS FORM CARBONLESS 2PLY 11``X 9 1/2MM	piece	Size:11`` X 9- 1/2, Ply: 2, Form: Tabulating Stock Form, Paper Type: Carbonless
25	CORRECTION TAPE	piece	Pure white tape, Size: 5mm x 10m
26	CUTTER BLADE	piece	Good Quality
27	CUTTER HEAVY DUTY(L.0.5 MM G.0.6MM)	piece	Good Quality
28	drive FLASH 16GB CAPACITY USB	piece	Any color, 16GB Capacity USB
29	ENVELOP DOCUMENTARY LEGAL	piece	Envelope type, Brown, Size: Legal/ Long



## Office Supplies Specification

No.	ITEM DESCRIPTION	MEASUREMENT	Specifications
30	ENVELOP DOCUMENTARY A4	piece	Envelope type, Brown, Size: A4
31	ENVELOP EXPANDABLE LONG	piece	Envelope type, Brown, Size: Legal/ Long
32	ENVELOP EXPANDABLE SHORT	piece	Envelope type, Brown, Size: A4
33	ENVELOP MAILING WHITE (LONG)	box	Ordinary White, Long, Qty: 500pcs / Box
34	ERASER (SMALL) RUBBER	piece	Good Quality, Type: Rubber
35	ERASER BLACKBOARD/WHITEBOARD	piece	Good Quality, Type: Blackboard/ Whiteboard compatible, Size: Thin
36	FOLDER EXECUTIVE GREEN LONG	piece	Type: Executive Folder, Color: Green, Size: long/legal
37	FOLDER EXECUTIVE GREEN SHORT	piece	Type: Executive Folder, Color: Green, Size: Short
38	FOLDER LONG ORDINARY-BROWN	piece	Type: Folder, Color: Brown, Size: long/legal
39	FOLDER LONG ORDINARY RED	piece	Type: Executive Folder, Color: Red, Size: long/legal
40	FOLDER LONG ORDINARY YELLOW	piece	Type: Executive Folder, Color: Yellow, Size: long/legal
41	FOLDER LONG WITH METAL TAB	piece	Type: Executive Folder with Metal Tab, Color: Green, Size: long/legal
41	FOLDER ORDINARY WHITE WITH PLASTIC COVER	piece	Type: Folder with Plastic Cover, Color: White, Size: long/legal
42	GLUE	piece	Multi-purpose, Safe, Non-toxic, 130g
43	GLUE PADDING GLUE	piece	Big, Net: 1KG
44	INK CANNON 810 (BLACK)	piece	Color: Black, Model: 810, Net: 9MI
45	INK CANNON 811 (COLORED)	piece	Color: Color, Model: 811, Net: 9MI
46	INK FLOW - BLACK	piece	Type: Universal type for (EP. CN. BRO. HP), Qty: 100ML, Color Black
47	INK FLOW - CYAN	piece	Type: Universal type for (EP. CN. BRO. HP), Qty: 100ML, Color Cyan/ Blue
48	INK FLOW - MAGENTA	piece	Type: Universal type for (EP. CN. BRO. HP), Qty: 100ML, Color: Magenta/ Red
49	INK FLOW - YELLOW	piece	Type: Universal type for (EP. CN. BRO. HP), Qty: 100ML, Color: Yellow
50	INK HP 704 BLACK	piece	Type: HP Deskjet Ink Advantage, Color: Black
51	INK HP 704 COLORED	piece	Type: HP Deskjet Ink Advantage, Color: Tricolour
52	KRAFT PAPER	ROLL	Good Quality; roll
53	KEYBOARD COMPUTER KEYBOARD USB TYPE	piece	12 Composite function keys; interface: USB type; keystroke Drawing Force: >= 1.5KG, Keystroke lifetime: >= 10million times, anycolor
54	MARKER flourescent (highlighter)	piece	Anycolor, 2mm/5mm, Anti-dry-out, refillable
55	MARKER WHITEBOARD BLUE	piece	Color: Blue, Dry-wipe type
56	MARKER WHITEBOARD BLACK	piece	Color: Black, Dry-wipe type
58	MARKER WHITEBOARD RED	piece	Color: REd, Dry-wipe type
57	MARKER PERMANENT (RED)	piece	Color: Red, Type: Broad/Fine, Permanent type
88	MARKER PERMANENT (BLACK)	piece	Color: Black, Type: Broad/Fine, Permanent type
89	MARKER PERMANENT (BLUE)	piece	Color: Blue, Type: Broad/Fine, Permanent type
59	MOLAR FILE	piece	Good Quality



## Office Supplies Specification

No.	ITEM DESCRIPTION	MEASUREMENT	Specifications
60	MOUSE- COMPUTER	piece	USB-Type
61	NOTEBOOK ENGINEERING FIELD	piece	Good Quality
62	NOTEBOOK stenographer's, 40 leaves, spiral	piece	Good Quality, 40 Leaves
63	PAPER canon (long) blue	ream	Size: 8 1/2 x 13 (legal), Content: 500 lvs/ ream, GSM: 85, Color: Powdered Blue/Blue
64	PAPER CLIP BACKFOLD 19MM	box	Size: 3/4" or 19mm, Qty: 12pcs per Box
65	PAPER CLIP BACKFOLD 25MM	box	Size: 1" or 25mm, Qty: 12pcs per Box
66	PAPER CLIP BACKFOLD 32MM	box	Size: 1 1/4" or 32mm, Qty: 12pcs per Box
67	PAPER CLIP BACKFOLD 50MM	box	Size: 2" or 50mm, Qty: 12pcs per Box
68	PAPER CLIP BACKFOLD 75 MM	box	Size: 3" or 75mm, Qty: 12pcs per Box
69	PAPER CLIP GEM TYPE JUMBO 32MM 100S/BOX	box	Size: 32mm, Qty: Approx. 100pc/ box
70	PAPER CLIP GEM TYPE JUMBO 48MM 100S/BOX	box	Size: 48mm, Qty: Approx. 100pc/ box
71	PAPER FASTENER METAL NON-SHARP EDGE 50SETS HOLE-HOLE 7CM	box	Size: 50mm Capacity, 70mm center, Type: Metal
72	PAPER FASTENER PLAST-NON-SHARP EDGE 50SETS HOLE-HOLE 7CM	piece	Size: 50mm Capacity, 70mm center, Type: Plastic, Qty: 50Sets per box
73	PAPER NEWSPRINT	piece	Type: News Print, Size: legal (216mm x 330mm), Qty: 500 sheets/ream
74	PAPER NOTE PAD (2X3) 100 SHEETS/PAD	piece	Qty: 100sheets/ pad, Size: 2" x 3", Any colour
75	PAPER NOTE PAD (3X3) 100 SHEETS/PAD	piece	Qty: 100sheets/ pad, Size: 3" x 3" (76mm x 76mm), Any colour
76	PAPER NOTE PAD (3X4) 100 SHEETS/PAD	piece	Qty: 100sheets/ pad, Size: 3" x 4" (101 x 76mm), Any colour
77	BOOK PAPER A4 SIZE	ream	Size: 210mm x 297mm (A4), Content: 500 lvs/ ream, GSM: 70
78	BOOK PAPER A3 SIZE	ream	Size: 297mm x 420mm (A3), Content: 500 lvs/ ream, GSM: 70
79	BOOK PAPER LONG (LEGAL SIZE)	ream	Size: 216mm x 330mm (legal), Content: 500 lvs/ ream, GSM: 70
80	PAPER FILM CARBON(Long) POLYETHYLENE	piece	
81	PAPER - LAID A4	ream	Size: 210mm 297mm (A4), Content: 500 lvs/ ream, GSM: 85, Color: Ivory/ cream
82	PAPER - LAID LEGAL	ream	Size: 8 1/2 x 13 (legal), Content: 500 lvs/ ream, GSM: 85, Color: Ivory/ cream
83	PAPER Paper Thermal 57mm x 15m POS	piece	Size: 57mm x 15m POS, Maximum Diameter 38-40 mm, Glossy paper, Printout withstand/month
84	PAPER PAPER YELLOW	pad	Good Quality
85	PASTE TUBE	piece	Big, Good Quality
86	PENCIL MECHANICAL LEAD	box	Mechanical Lead, Good Quality



## Office Supplies Specification

No.	ITEM DESCRIPTION	MEASUREMENT	Specifications
87	PENCIL W/ ERASER	box	Woodclinched Complastic Lead, Model #2
90	PUNCHER	piece	Heavy Duty; Two (2) hole punch
91	PUSH PINS	pack	Good Quality, 30pc/ pack
92	RECORD BOOK 300 LVS. (7 `` X 11 ``)	piece	Content: 300 pages/ piece, Size: (7 `` X 11 ``)
93	RECORD BOOK 500 LVS. (7 `` X 11 ``)	piece	Content: 500 pages/ piece, Size: (7 `` X 11 ``)
94	COMPUTER RIBBON	piece	Good Quality
95	RUBBER BOND MULTI-COLOR	piece	Approx. Gr. Wt. 50grams/ multi-color
96	RULER RULER	piece	Plastic/ Transparent
97	SCISSORS 158MM LENGHT	piece	Size: 7"
98	SCOTCH TAPE DISPENSER	piece	Heavy Duty
99	SIGN PEN (BLACK)	piece	Color: Black;Size: 0.5mm, Good quality
100	SIGNPEN (BLUE)	piece	Color: Blue; Size: 0.5mm, Good quality
101	SIGNPEN (RED)	piece	Color: Red; Size: 0.5mm, Good quality
102	STAMP PAD FELT PAD	piece	type: Big
103	STAMP PAD INK	bot.	Color: Violet, Content: 30MI
104	STAPLE WIRE NO. 35	box	Qty: 5000pcs/ Box; Size/ No.: 35
105	STAPLER W/ REMOVER	piece	Heavy Duty
106	BALLTHREAD	piece	Ball Thread (standard legth/ roll)
107	TAPE DUCT TAPE	piece	Heavy Duty: Size: 2" x 10 meters
108	TAPE MASKING (1``WIDTH)	piece	Heavy Duty: Size: 1 inch
109	TAPE MASKING (2` WIDTH)	piece	Heavy Duty: Size: 2 Inches
110	TAPE PACKING (2``) 48MM WIDTH	piece	Heavy Duty: Size: 2 Inches
111	TAPE TRANSPARENT (1``)24MM WIDTH	piece	Heavy Duty: Size: 1 inch
112	TAPE TRANSPARENT (2``)48MM WIDTH	piece	Heavy Duty: Size: 2 Inches
113	TIME CARD-BUNDY CLOCK	pack	Good quality, Content: 100/ pack
114	TONER KYOCERA (TK-479)	piece	tonner code: TK -479, Black tonner Cartridge
115	TONER kyocera TK-1147	piece	tonner code: TK - 1147, Black tonner Cartridge
116	TONER KYOCERA TK -1175	piece	tonner code: TK - 1175, Black tonner Cartridge
117	TONER KYOCERA 4109	piece	tonner code: TK - 4109, Black tonner Cartridge
118	TONER CARTRIDGE- KYOCERA 439	piece	tonner code: TK - 439, Black tonner Cartridge