



REQUEST FOR QUOTATION

PR No. : 0823-019

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.

SIRKY 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						
			PRICE			Compliance with technical specifications		REMARKS	
			QTY.	UNIT	UNIT PRICE	TOTAL	YES		NO
1	ACCOMMODATION AND VENUE 2 DAYS (INCLUSIVE OF AM SNACKS, LUNCH, PM SNACKS, DINNER, BREAKFAST, AM SNACKS, LUNCH, OVERFLOWING COFFEE AND USE OF FUNCTION ROOMS AND OTHER FACILITIES))	PhP: <u>124,000.00</u>	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:

- | | |
|--|--|
| <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. *on the day of the activity*
- 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 two (2) days + 1 night 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
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 E-mail Address: metrokidapawan_wd@yahoo.com
 Website: www.metrokidapawanwd.gov.ph
"Committed to Service, Development and Self-Reliance"



ISO 9001:2015 Certified
 Cert. No. 66478

TERMS OF REFERENCE

PURPOSE	<small>For Bidders: Please Indicate Account Name and Purpose.</small> Venue and Accommodation for the Strategic Business Plan Evaluation H1 2023 and Presentation of Proposed Modified Budget 2023 on August 24-25, 2023.		
PARTICULARS	<input checked="" type="checkbox"/> PR <input type="checkbox"/> JO No.:	Date:	August 8, 2023

ITEMS, SPECIFICATIONS, AND DESCRIPTIONS	
ITEM 1	1 lot ACCOMMODATION and VENUE
SPECIFICATIONS: 1 4 Villas (2 occupants capacity) 2 1 Villa (2 occupants capacity) 3 2 Villas (4 occupants capacity) 4 3 Villas (4 occupants capacity) 5 Inclusive of Free Buffet Breakfast 6 2 Days, 1 Night	SPECIFICATIONS: 1 Use of the function room for the whole duration 2 Function Hall can accommodate maximum of 31 participants 3 Free use of sound system and microphones 4 Rostrum with microphone 5 Free use of Projector 6 Backdrop for projector 7 Assistance of In-House Graphics Artist to set-up backdrop and other décor 8 Stand by Technician & Waiter 9 Clean Comfort Rooms 11 Day 1: AM Snacks Plated, Lunch Buffet, PM Snacks Plated, Dinner Buffet for 31 pax 12 Day 2: Breakfast, AM Snacks Plated, Lunch Buffet for 31 pax 13 With paper and pencils 14 U Shape arrangement of tables and chairs

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.:	783
MODES AND TERMS OF PAYMENT	On the day of Activity	
REQUIRED SERVICES		
<input type="checkbox"/> Free Delivery <input type="checkbox"/> Free Product Demonstration <input type="checkbox"/> Free Installation	Others specify: Free use of amenities during stay.	
REQUIRED CERTIFICATIONS/ PERMITS	Business Permit PhilGEPS Registration	
QUALIFICATIONS	PhilGEPS Registered Complete and updated business documents	
AREA OF DELIVERY	As awarded to winning bidder	
DATE OF DELIVERY	August 24-25, 2023	
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: MYRNA R. VICTORIA, MBA Department Manager, AHRD	Reviewed by: N/A 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