



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. : 0923-005

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	
1	PAPER, Paper Thermal 57mm x 15m POS (CORELESS)	PhP: <u>103,500.00</u>	4,500.00	rolls			<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
- 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.



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### TERMS OF REFERENCE

<b>PURPOSE</b>	<b>THERMAL PAPER FOR METER READING, BILLING AND TENDING ACTIVITY USE GOOD FOR THE REMAINING MONTHS OF 2023 CONSUMPTION</b>		
<b>PARTICULARS</b>	<input checked="" type="checkbox"/> PR <input type="checkbox"/> JO No.:	Date:	<b>04-Sep-23</b>

ITEMS, SPECIFICATIONS, AND DESCRIPTIONS	
ITEM 1 Thermal paper	ITEM 2
<b>SPECIFICATIONS:</b> 1 Size: 57mm x 15m POS 2 Maximum Diameter 38-40 mm 3 Glossy paper, Printout withstand/month 4 Coreless	<b>SPECIFICATIONS:</b> 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>	755
	<b>Account No.:</b>	755

<b>MODES AND TERMS OF PAYMENT</b>	within (180) days after complete 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>	2023 BUSINESS PERMIT, 2023 ITR Philgeps Registration
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<b>QUALIFICATIONS</b>	N/A
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<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

OTHER CONDITIONS AND CONSTRAINTS
RETURN ITEM IN CASE OF NON COMPLIANCE

Prepared by: <div style="text-align: center;"><b>ESMERALDO P. DAGAN, MBA</b> Requester</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>