



REQUEST FOR QUOTATION

PR No. : _____

DATE : _____

JO No. : 0923-0013

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.

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>150,000</u>								
	1 LOT HIRING OF RETAINER LEGAL COUNSEL					<input type="checkbox"/>	<input type="checkbox"/>		
	SEE ATTACHED TERMS OF REFERENCE								

GRAND TOTAL: _____

Signature Over Printed Name: _____

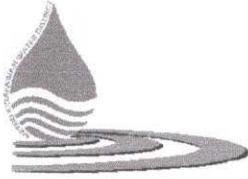
Contact Number (Landline/Cellphone)/Email Address _____

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

OTHER TERMS AND CONDITIONS:

1. The mode of payment is within ix (6) months upon issuance of IAR hree (3)months upon issuance of IAR wo (2)months upon issuance of IAR ne (1)month upon issuance of IAR. Monthly
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 Oct. 01, 2023 () 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 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	1 LOT HIRING OF RETAINER LEGAL COUNSEL		
PARTICULARS	<input type="checkbox"/> PR <input checked="" type="checkbox"/> O No.:	Date:	September 08, 2023
ITEMS, SPECIFICATIONS, AND DESCRIPTIONS			
TERMS AND CONDITION:			
<ol style="list-style-type: none"> 1. Must be of legal age, Filipino and bonifide member of the Philippine Bar. 2. Must be a resident of North Cotabato particularly Kidapawan City, Makilala, Magpet or Matalam. 3. Shall handle legal matters or cases filed by or for MKWD. 4. Shall be entitled to a monthly retainer fee of P10,000.00 inclusive of tax on billing for conferences and meetings, consultations, documentations, pleadings, memoranda, position papers, briefs and notarial fees for MKWD documents. 5. Shall be entitled for an appearance fee of P2,000.00 in case of hearings with MKWD service areas and P3,000.00 in case of hearing outside MKWD service area in lieu of transportation and meal allowance provided however that such appearance fee shall not exceed 50% of monthly retainers fee. 6. Usual process on reimbursement if there may be, shall be observed and be granted upon approval of the General manager based on agreement stated in the contract. <p>Must submit the following documents:</p> <ol style="list-style-type: none"> 1. Copy of Mandatory Continuing Legal Education (MCLE) 2. Copy of Certificate of Compliance, Certificate of good standing from Integrated Bar of the Philippines (IBP) North Cotabato Chapter 3. Copy of Certification from Supreme Court of the Philippines 4. Personal Data Sheet <p>For further reference, please see attached sample of Retainer's Contract Agreement.</p>			

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		
REQUIRED SERVICES			
<input type="checkbox"/> Free Delivery <input type="checkbox"/> Free Product Demonstration <input type="checkbox"/> Free Installation	Others specify: N/A		
REQUIRED CERTIFICATIONS/ PERMITS	IBP CERTIFICATE		
	SUPREME COURT CERTIFICATION		
QUALIFICATIONS	RENWED IBP ID		
AREA OF DELIVERY	MKWD		
DATE OF DELIVERY	1-Oct-23		
TIME OF DELIVERY	As required based on the nature of transaction.		
WARRANTY PERIOD	N/A		
RETENTION	Amount:	N/A	
	Duration:	N/A	
TAX INCLUSIVE	YES		
OTHER CONDITIONS AND CONSTRAINTS			
N/A			
Prepared by:	Reviewed by:		
KEZIAH JEMIMA R. SORIANO <small>Records Officer B</small>	MYRNA R. VICTORIA, MBA <small>Department Manager A, AHRD</small>		
Noted by:	Approved/Disapproved by:		
WILESPER LISANDRO M. ALQUEZA, CE/RMP/MBA <small>Material Standards Committee Chairman</small>	STELLA M. GONZALES, MPS <small>General Manager</small>		