



REQUEST FOR QUOTATION

PR No. : 1024-002

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 _____, 2024.

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.	per UNIT	UNIT PRICE	TOTAL	YES	NO	
	PhP: <u>163,536.00</u>								
1	BALLPEN, BLACK GOOD QUALITY	250.00	8.00				<input type="checkbox"/>	<input type="checkbox"/>	
2	CALCULATOR, ORD.8-DIGIT,BIG DISPLAY	3.00	400.00				<input type="checkbox"/>	<input type="checkbox"/>	
3	CALCULATOR, SCIENTIFIC	3.00	1,300.0				<input type="checkbox"/>	<input type="checkbox"/>	
4	CLEAR, CLEAR BOOK FOLDER (Long)	15.00	60.00				<input type="checkbox"/>	<input type="checkbox"/>	
5	COLUMNAR, COLUMNAR NOTEBOOK - 12 COLUMN	1.00	50.00				<input type="checkbox"/>	<input type="checkbox"/>	
6	COLUMNAR, NOTEBOOK 8 COLUMNS	7.00	50.00				<input type="checkbox"/>	<input type="checkbox"/>	
7	CORRECTION, CORRECTION TAPE	90.00	25.00				<input type="checkbox"/>	<input type="checkbox"/>	
8	drive, FLASH 16GB CAPACITY USB	9.00	300.00				<input type="checkbox"/>	<input type="checkbox"/>	
9	GLUE, GLUE	15.00	120.00				<input type="checkbox"/>	<input type="checkbox"/>	
10	INK, INK CANNON 810 (BLACK)	2.00	1,200.0				<input type="checkbox"/>	<input type="checkbox"/>	
11	INK, INK CANNON 811 (COLORED)	1.00	1,200.0				<input type="checkbox"/>	<input type="checkbox"/>	
12	Molar, molar file	6.00	250.00				<input type="checkbox"/>	<input type="checkbox"/>	
13	MOUSE-, MOUSE- COMPUTER	3.00	300.00				<input type="checkbox"/>	<input type="checkbox"/>	
14	PAPER, PAPER BOOK A4 SIZE	243.00	225.00				<input type="checkbox"/>	<input type="checkbox"/>	
15	PAPER, PAPER BOOK LONG (LEGAL SIZE)	333.00	240.00				<input type="checkbox"/>	<input type="checkbox"/>	
16	SCISSORS, SCISSORS 158MM LENGHT	6.00	75.00				<input type="checkbox"/>	<input type="checkbox"/>	

Please submit the following requirements:

- | | |
|--|--|
| <input checked="" 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 checked="" type="checkbox"/> Philgeps Registration Number | <input checked="" type="checkbox"/> Omnibus Sworn Statements |

OTHER TERMS AND CONDITIONS:

- The mode of payment is within ☐ Six (6) months ☐ Three (3) months ☐ Two (2) months ☒ One (1) month.
- 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 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.
- The item/s shall be delivered within five (5) 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.



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JINKY P. MORENO

Procurement Assistant A

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ITEM #	ITEM DESCRIPTION	Approved Budget of the Contract	OFFER						REMARKS
			PRICE				Compliance with technical specifications		
			QTY.	per UNIT	UNIT PRICE	TOTAL	YES	NO	
	PhP: _____	163,536.00							
17	SCOTCH, TAPE DISPENSER		6.00	200.00			<input type="checkbox"/>	<input type="checkbox"/>	
18	SIGN, SIGN PEN (BLACK)		207.00	18.00			<input type="checkbox"/>	<input type="checkbox"/>	
19	STAPLER, STAPLER W/ REMOVER		9.00	165.00			<input type="checkbox"/>	<input type="checkbox"/>	
20	THREAD, BALL THREAD		6.00	75.00			<input type="checkbox"/>	<input type="checkbox"/>	
21	TAPE, DUCT TAPE		6.00	80.00			<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"/> PCAB License (Infra) |
| <input type="checkbox"/> Professional License/Curriculum (Consulting Services) | <input type="checkbox"/> Income Business Tax Return |
| <input checked="" type="checkbox"/> Philgeps Registration Number | <input checked="" type="checkbox"/> Omnibus Sworn Statements |

OTHER TERMS AND CONDITIONS:

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- Price quotation/s must have:
 - ☒ - validity - Thirty (30) Calendar days
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- 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
Website: www.metrokidapawanwd.gov.ph
"Committed to Service, Development and Self-Reliance"



TERMS OF REFERENCE

PURPOSE	PROCUREMENT OF OFFICE SUPPLIES INTENDED FOR MKWD OFFICES USE GOOD FOR THE REMAINING MONTHS OF 2024 (NOVEMBER - DECEMBER)		
PARTICULARS	<input checked="" type="checkbox"/> PR <input type="checkbox"/> JO No.:	Date:	03-Oct-24

ITEMS, SPECIFICATIONS, AND DESCRIPTIONS	
ITEM 1 Office Supplies	ITEM 2
SPECIFICATIONS: 1 good quality 2 see attached list and detailed specifications 3 4	SPECIFICATIONS: 1 2 3 4
ITEM 3	ITEM 4
SPECIFICATIONS: 1 2 3	SPECIFICATIONS: 1 2 3

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.:	755
	Account No.:	755

MODES AND TERMS OF PAYMENT	Payable within 30 days from IAR issuance and completion of supporting documents
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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: INCLUSIVE OF HAULING

REQUIRED CERTIFICATIONS/ PERMITS	2024 BUSINESS PERMIT, 2024 ITR, OSS
	Philgeps Registration

QUALIFICATIONS	N/A
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AREA OF DELIVERY	MKWD MAIN OFFICE
DATE OF DELIVERY	MONDAY - FRIDAY
TIME OF DELIVERY	8:00 AM - 3:00PM

WARRANTY PERIOD	N/A	
RETENTION	Amount:	N/A
	Duration:	N/A
TAX INCLUSIVE	YES IF APPLICABLE	

OTHER CONDITIONS AND CONSTRAINTS
RETURN ITEM IN CASE OF NON COMPLIANCE

Prepared by:	Reviewed by:
MARIAN W. DAWA, MBA Requisitioner	RUTH G. JABINES, MBA, DM-HRM Department Manager A
Noted by:	Approved/Disapproved by:
ELBEN S. BAQUIPA, CE Material Standards Committee Chairman	ATTY. WILLIAM A. ANGOS, CPA General Manager



ISO 9001:2015 Certified
Cert. No. 66478

OFFICE SUPPLIES EVALUATION REPORT

No.	ITEM DESCRIPTION	MEASUREMENT	On Stock as of September 2024	Ave. Actual Monthly Utilization	Reorder (Margin of Safety)	Quantity Needed (November - Dec 2024)	Total On going Procurement	Total Quantity Needed for Procurement	Unit Price	Total Amount
			(1)	(2)	(3)=(2) * 3	(4) = (2) * 3	(5)	(6) = (4)-(1) - (5)	(7)	(7) = (5) * (6)
1	BALLPEN BLACK GOOD QUALITY	piece	50	100	300	300	0	250	8.00	2,000.00
2	CALCULATOR ORD.8-DIGIT BIG DISPLAY	piece	0	1	3	3	0	3	400.00	1,200.00
3	CALCULATOR SCIENTIFIC	piece	0	1	3	3	0	3	1,300.00	3,900.00
4	CLEAR CLEAR BOOK FOLDER (Long)	piece	0	5	15	15	0	15	60.00	900.00
5	COLUMNAR COLUMNAR NOTEBOOK - 12 COLUMN	piece	2	1	3	3	0	1	50.00	50.00
6	COLUMNAR NOTEBOOK 8 COLUMNS	piece	2	3	9	9	0	7	50.00	350.00
7	CORRECTION CORRECTION TAPE	piece	0	30	90	90	0	90	25.00	2,250.00
8	drive FLASH 16GB CAPACITY USB	piece	0	3	9	9	0	9	300.00	2,700.00
9	GLUE GLUE	piece	0	5	15	15	0	15	120.00	1,800.00
11	INK INK CANNON 810 (BLACK)	piece	1	1	3	3	0	2	1,200.00	2,400.00
12	INK INK CANNON 811 (COLORED)	piece	2	1	3	3	0	1	1,200.00	1,200.00
13	Molar molar file	piece	0	2	6	6	0	6	250.00	1,500.00
14	MOUSE- MOUSE- COMPUTER	piece	0	1	3	3	0	3	300.00	900.00
17	PAPER PAPER BOOK A4 SIZE	ream	147	130	390	390	0	243	225.00	54,675.00
18	PAPER PAPER BOOK LONG (LEGAL SIZE)	ream	72	135	405	405	0	333	240.00	79,920.00
21	SCISSORS SCISSORS 158MM LENGHT	piece	0	2	6	6	0	6	75.00	450.00
22	SCOTCH TAPE DISPENSER	piece	0	2	6	6	0	6	200.00	1,200.00

OFFICE SUPPLIES EVALUATION REPORT

No.	ITEM DESCRIPTION	MEASU- REMENT	On Stock as of September 2024	Ave. Actual Monthly Utilization	Reorder (Margin of Safety)	Quantity Needed (November - Dec 2024)	Total On going Procurement	Total Quantity Needed for Procurement	Unit Price	Total Amount
			(1)	(2)	(3)=(2) * 3	(4) = (2) * 3	(5)	(6) = (4)-(1) - (5)	(7)	(7) = (5) * (6)
23	SIGN SIGN PEN (BLACK)	piece	63	90	270	270	0	207	18.00	3,726.00
24	STAPLER STAPLER W/ REMOVER	piece	0	3	9	9	0	9	165.00	1,485.00
25	TT-BALLTHREAD	piece	0	2	6	6	0	6	75.00	450.00
26	TAPE DUCT TAPE	piece	0	2	6	6	0	6	80.00	480.00
>>Total										163,536.00

Prepared by:

RODIBEE B. ROJO
Sr. Supply Officer

Checked by:

MARIAN W. DAWA, MBA
Division Manager - GS

Reviewed and Noted by:

RUTH G. JABINES, MBA, DM -HRM
Department Manager