



Republic of the Philippines  
**CITY OF KORONADAL WATER DISTRICT**

Blk. 1, Casa Subd., Brgy. Zone III, City of Koronadal  
Tel nos. (083)228-4049, 520-0674, Fax no. (083)228-8141  
E-mail Address: ckwd\_koronadacity@yahoo.com  
Website: www.ckwd.gov.ph



**REQUEST FOR QUOTATION**

SUPPLIER: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_ VAT \_\_\_ / NON-VAT \_\_\_  
EMAIL ADDRESS: \_\_\_\_\_  
TIN: \_\_\_\_\_

Date: \_\_\_\_\_

RFQ No. \_\_\_\_\_

Sir/Madam:

<p>Please quote your prices for the article described below including Philippine taxes. In your offer please specify brand of any pertinent data of your product or services for proper information and guidance. Please do not quote for any article/services that are not found in your stock in order to prevent delay or non-delivery which may debar you from further participation in the canvass. Sign legibly the canvass on space provided for your signature after submitting your quotation, otherwise your bid will be considered invalid.</p> <p>The contract will be awarded only to the bonafide dealers whose proposals appeared to be the most advantageous to the government, but the right is reserved to reject or to accept only all item and bids to were any formalities thereof as to Committee on Bids and Awards may determine.</p> <p>Please submit your quotation/ requirements for the following items at <b>CKWD-Admin office, City of Koronadal.</b></p>			<p>Please quote your lowest price/offer</p> <ul style="list-style-type: none"> <li>• Deadline for Submission: <b>June 28, 2021 @ 10:00 a.m.</b></li> <li>• Approved Budget for the Contract: <b>P 110,000.00</b></li> <li>• Contract Duration: <b>30 Calendar Days</b></li> <li>• Purchase Request Number: <b>ABCM 2021-06-003</b></li> </ul>		
<b>Supply and Delivery of Continuous Official Receipt Form</b>					
<b>Item No</b>	<b>Qty</b>	<b>Unit</b>	<b>Description</b>	<b>Unit Price</b>	<b>Total Amount</b>
1	100	Boxes	<b>Continuous Official Receipts Form</b>		
			Specification:		
			6 1/2" X 4 1/2" paper size		
			Carbonless type		
			2 colors print w/ tint on 2nd ply with <b>compliance to BIR requirements/permits (see attached sample)</b>		
			2,000 sets / box		
			3 colors print		
			O.R. Numbering (to be advised)		
			Minor modifications (to be advised)		
			<i>*Nothing Follows*</i>		
			<b>Grand Total</b>		

**Terms and Conditions:**

- > **Payment term:** 30 Calendar Days
- > **Delivery Days:** 30 Calendar Days upon receipt of Conformed Notice to Proceed
- > **Supplier must have an office within Region 11 and 12**
- > Quotations exceeding the Approved Budget for the Contract shall be rejected.
- > Incomplete or no offer on any of the items will be ground for disqualification.

- > Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
- > **Liquidated damages** equivalent to one tenth of one percent (0.001%) of the value of the goods not delivered within the prescribed delivery

**Price quoted must be tax inclusive:**

Tax Computation;

- Subject to 3% VAT & 2% (services) or 1% (goods) w/tax of the total amount for NON-VAT
- Subject to 5% VAT & 2% (services) or 1% (goods) w/tax to the 10/11.2 of the total amount for VAT
- Validity of quoted prices

**For more information, please contact:**

The BAC Secretariat  
Nancy Bagaforo/ Ryele Barro/ Louise Mycee R. Subaldo  
Blk.1 Casa Subdivision, Brgy Zone III, City of Koronadal  
Tel/Fax No.:(083)-228-4049/520-0674/ (083)228-8141  
Mobile number: 09486540266  
Email Add: ckwdbac@gmail.com and mycsubaldo@gmail.com

Requested by:

**(Sgd.) ENGR. JONATHAN Q. GADAYAN**  
BAC Chairman

Date: \_\_\_\_\_

PRICE QUOTED BY:

\_\_\_\_\_  
Signature Over Printed Name & Position (Supplier)  
Date: \_\_\_\_\_