



Republic of the Philippines  
Province of Pampanga

City of San Fernando

Office of the Bids and Awards Committee

# REQUEST FOR QUOTATION

(FM-CSFP-CGSO-39; Revision No.03; 04/01/2022)

Project Title : **Supply, Delivery and Installation of Airconditioning Parts to be used for the City Government Offices (DILG, City Assessor's Office, CTO and PESO Office) in the City of San Fernando, Pampanga**

Location of the Project : **City Engineer's Office**

Company Name	Date : <b>Jun 19, 2023</b>
Address	PR No. : <b>2023-05-01259</b>

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Monday, June 26, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga.**

Canvassed by: **Joan D. Gutierrez**

Approved by:   
**Atty. Jose Elmer Y. Teodoro**  
BAC Chairperson

- NOTE:
1. ALL ENTRIES MUST BE READABLE
  2. DELIVERY PERIOD WITHIN \_\_\_\_\_ CALENDAR DAYS
  3. WARRANTY SHALL BE FOR A PERIOD OF SIX (6) MONTHS FOR SUPPLIES & MATERIALS, ONE (1) YEAR FOR EQUIPMENT, FROM DATE OF ACCEPTANCE BY THE PROCURING ENTITY
  4. PRICE VALIDITY SHALL BE FOR A PERIOD OF \_\_\_\_\_ CALENDAR DAYS

Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
<b>DILG</b>						
1	1	lot	Supply of new PC board assembly for outdoor unit model RZF 100 CVM			
2	1	lot	Labor & other consumable materials for installation of new PC board assembly.			
<b>City Assessor's Office</b>						
3	1	lot	Supply of new PC Board assembly for indoor			
4	1	lot	Capacity setting adapter			
5	1	lot	Supply of new gas sensor Mode: FVA 125 AMVM			
6	1	lot	Labor & Other consumable materials for installation of new PCB assembly gas sensor Vacuuming and Re-Charging of Freon			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
<b>City Treasurer Office</b>						
7	1	lot	Supply of PC Board Outdoor Unit			
8	1	lot	Labor and other consumable parts of PCB Board			
9	1	lot	Supply of new EEV body			
10	1	lot	Labor & other consumable materials for EEV body			
11	1	lot	Supply of new EEV coil			
12	1	lot	Labor & Other consumable Vacuuming and Re-Charging of Freon			
<b>PESO</b>						
13	1	lot	Supply of new PCB board assembly for indoor unit			
14	1	lot	MOD: FVA 100 AMV Capacity setting adapter			
15	1	lot	Labor & other consumable materials for installation of new PC board unit			
<b>Total Amount:</b>						

After having carefully read and accepted your General Conditions, I quote you on the item at prices noted above.

\_\_\_\_\_  
Printed Name/ Signature

\_\_\_\_\_  
Tel No./ Cellphone No.

\_\_\_\_\_  
Date

## TERMS OF REFERENCE

**Project Title :** **Supply, Delivery and Installation of Air-conditioning parts to be used for the City Government Offices: DILG, City Assessor's Office, CTO and PESO Office in City of San Fernando, Pampanga**

**Project Location:** **City of San Fernando, (P)**

**Background:** As written in Section 15-General Welfare- of Republic Act (RA) 7160 known as the Local Government Code of 1991 – "Within their respective territorial jurisdictions, local government units shall ensure and support, among other things, the preservation and enrichment of culture, promote health and safety, enhance the right of the people to a balanced ecology, encourage and support the development of appropriate and self-reliant scientific and technological capabilities, improve public morals, enhance economic prosperity and social justice, promote full employment among their residents, maintain peace and order, and preserve the comfort and convenience of their inhabitants".

Further, pursuant to Section 2 of Republic Act 6713, known as the Code of Conduct and Ethical Standards for Public Officials and Employees, "Public officials and employees shall at all times be accountable to the people and shall discharge their duties with utmost responsibility, integrity, competence, and loyalty, act with patriotism and justice, lead modest lives, and uphold public interest over personal interest".

To be able for the public officials and employees to conform to the above mentioned while making sure of a convenient transaction to clients in the City Government Facilities, we believe on the need for a convenient, comfortable and conducive to good health environment.

Having a tropical climate with higher temperature mostly, cooling system is believed to be of high importance to achieve a comfortable space for government transaction. Thus, this project.

**Objective/s :** The main goal of the project is to create a convenient, comfortable and conducive to good health environment for government transaction.

**Approved Budget :** One Hundred Seventy Three Thousand One Hundred Twenty Five  
PESOS (P173, 125.00)

### **Minimum Requirement for the Supplier**

1. The Supplier must ensure that below air-conditioning units shall be delivered upon processing of the purchase request:

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Project Location: **City of San Fernando, (P)**

**DILG**

Supply of new PC board assembly for outdoor unit model RZF 100 CVM	1	lot	42, 900	42,900
Labor and other consumable materials for installation of new PC board assembly	1	lot	7,500.00	7,500.00

**City Assessor's Office**

Supply of new PC board assembly for indoor	1	Lot	22, 192.00	22, 192.00
Capacity setting adapter	1	Lot	1,200.00	1,200.00
Supply of new gas sensor Mod: FVA 125 AMVM	1	Lot	17,121.00	17,121.00
Labor and other consumable materials for installation of new PCB Assembly vacuuming and re-charging of Freon	1	Lot	12,500.00	12,500.00

**City Treasurer Office**

Supply of PC Board Outdoor Unit	1	Lot	16,650.00	16,650.00
Labor and other consumable parts of PCB Board	1	Lot	4,000.00	4,000.00
Supply of new EEV body	1	Lot	4,500.00	4,500.00
Labor and other consumable materials for new EEV body	1	Lot	4,500.00	4,500.00
Supply of new EEV coil	1	Lot	4,670.00	4,670.00
Labor and other consumable vacuuming and re-charging of freon	1	Lot	4,500.00	4,500.00

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Project Location: **City of San Fernando, (P)**

**PESO**

Supply of new PC board assembly for indoor	1	Lot	22, 192.00	22, 192.00
MOD: FVA 100 AMV Capacity Setting Adapter	1	Lot	1,200.00	1,200.00
Labor and other consumable Materials for installation of new PC board unit	1	Lot	7,500.00	7,500.00

<b>TOTAL MATERIAL COST</b>	<b>173,125.00</b>
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2. The supplier must be compliant with the IATF Health and Safety Protocols.
3. The Supplier must follow the procurement, delivery and inspection procedure set by the City Government of San Fernando, Pampanga for procured good and services.

**Deliverables by the Supplier and City Government**

The deliverables of the supplier shall be as follows:

- a. Provide the quantity of air-conditioning unit parts being required by the project/ program,
- b. Strictly follow the specifications and timely provision of requirements based on the delivery schedule.

The deliverables of the City Government shall be as follows:

- a. On- time payment of the supplier i.e., 15 days after delivery regardless if the delivery is per month or Ordering Agreement.
- b. End- user shall monitor the delivery and completeness of requirements and documents to avoid delays.
- c. The Procurement Officer shall assist in the monitoring, delivery and on- time payment of the supplier.
- d. Provide necessary and readily- available documents such as during the conduct of post- audit.

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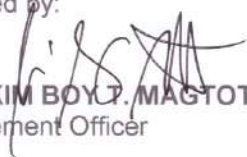
Project Location: **City of San Fernando, (P)**

- e. Evaluate the performance of the supplier/ contractor and in case there is a violation to the Contract/ Agreement, prepare a Verified Report.
- f. Other materials and services not indicated in the deliverables of the supplier shall be provided by the City Government;


**Project office/Contact person:**

City Engineer's Office  
Contact Person: Engr. Lord Patawaran  
Tel: 0915-233-1553  
Email: lordipatawaran@gmail.com

Prepared by:

  
**Engr. KIM BOY J. MAGTOTO**  
Procurement Officer

Noted by:

  
**Engr. ANELE C. DAVID**  
City Engineer

Conforme:

\_\_\_\_\_

*Note: This TOR shall form part of the Contract and should be strictly followed by both parties otherwise; the implementation of the project/program might be affected as well as the performance of the supplier/contractor.*