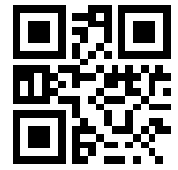




Republic of the Philippines
 Province of Pampanga
 City of San Fernando



Office of the Bids and Awards Committee
REQUEST FOR QUOTATION
 (FM-CSFP-CGSO-39; Revision No.03; 04/01/2022)

Project Title : **Supply and Delivery of Tent Cover Canvass to be used at the City General Services Office-Utility and Maintenance Services Division in the City of San Fernando, Pampanga**
 Location of the Project : **City General Services Office - Utility and Maintenance Services Division**

 Company Name Date : **Jun 2, 2023**

 Address PR No. : **2023-06-01283**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Friday, June 9, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga.**

Canvassed by: _____ Approved by: _____
 Mikkole R. Tũaño Atty. Jose Ender 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
1	30	pc(s)	Tent Cover Canvass (10ft. x 20ft.) w/ CSFP "FERNANDINO KA, KAYABE KA" LOGO			
Total Amount:						

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

SUPPLY AND DELIVERY OF TENT COVER CANVASS TO BE USED AT THE CITY GENERAL SERVICES OFFICE-UTILITY & MAINTENANCE SERVICES DIVISION IN THE CITY GOVERNMENT OF SAN FERNANDO, PAMPANGA.

I. BACKGROUND

Pursuant to R.A. NO. 7160 otherwise known as the Local Government Code of 1991 particularly Section 444(b)(1) provides that the Chief Executive shall exercise general supervision and control over all purposes, project, services and activities of the Local Government.

Accordingly, in the City Government of San Fernando, Pampanga the City General Services (CGSO) is mandated by laws to ensure efficiency and transparency in the Administration of procurement of goods and services, infrastructure projects and consultancy services that the City Government utilizes in the operations.

The City Government of San Fernando is dedicated to safeguarding the well-being and safety of its citizen and to omit the socio-economic and environmental impacts of a disaster, and one of the basic logistical need during these times are tents wherein they are essential for disaster response as they provide temporary shelter for the people who have been displaced by a natural or man-made disaster.

In this regard the CGSO-UMSD is proposing for Supply and Delivery of Tent Cover Canvass to be used at the CGSO-Utility & Maintenance Services Division.

II. BUDGETARY REQUIREMENTS

The Budgetary Requirements for supply and delivery of Tent Cover Canvass to be used at the CGSO-Utility and Maintenance Services Division in the City of San Fernando, Pampanga, is included in the PPMP and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of FOUR HUNDRED FIFTY THOUSAND PESOS (P450,000.00)

III. OBJECTIVES

The objectives of the Supply and Delivery of Tent Cover Canvass to be used at the CGSO-UMSD in the City Government of San Fernando, Pampanga.

1. To provide a safe and secure environment for affected individuals and families, protecting them from harsh weather conditions and other potential hazards.
2. Tents can also be used as temporary shelters, medic clinics, command centers, and distribution centers for relief goods and other essential services.

IV. TERMS AND CONDITIONS

During the procurement process and delivery/implementation of the contract, the End-user and the supply/contract shall:

a. Specification/Schedule of Requirements

Qty.	Unit	Item Description/Specification	Delivery Date	Location
30	pcs	Tent Cover Canvass (10ft x 20 ft) w/ Logo CSFP " Fernandino Kayabe, Kayabe Ka" Logo	Within 20 days after the issuance of NTP	CGSO STORAGE, New Public Market

b. Procurement Process

1. For the End-user, ensure the completion of the documents in order to proceed with the procurement process.
2. For the supplier/provider, ensure the completeness of the documents being required by the Bids and Awards Committee (BAC) for the procurement process on-time based on the procurement schedule including this TOR duly sign by the End-user and conformed by the supplier/contractor.
3. If the procurement process reaches the ensuing this year, observe that the allowed delivery is only up to what is stipulated in the contract.
4. For the End-user, present clearly this TOR during the Pre-Bid Conference for the information of the prospective bidder/s (for Competitive/Public Bidding), and present by the Buyer with the assistance of the End-user (for Alternative Methods of Procurement).
5. Ensure to supply the requirements within 20 days upon the Issuance of NTP.
6. Comply with the provisions of the Procurement Law regardless of the mode of procurement, whether Competitive/Public Bidding or the use of Alternative Methods of Procurement.

C. Delivery/Implementation period

1. Strictly observe the "No Purchase Order (PO), No Delivery" Policy and comply with the delivery period.
2. The Delivery Period shall be within 20 days after the NOD.
3. During the delivery, strictly follow the provisions enumerated in the Terms and Condition of the PO/Contract including the Delivery Schedule, Penalty, among others.
4. In case there is a change in the Delivery Schedule and Specifications, the End-user through the Procurement Officer shall coordinate with the CGSO-Procurement Management Division (PMD) for the latter to advise the supplier/contractor regarding the concern.
5. Coordination with the supplier/contractor shall be the function of the CGSO-PMD as mandate.
6. For onsite delivery, ensure the coordination with the Inspector from the CGSO-Property and Supply Management Division (PSMD) for the inspection of the Delivery in terms of quantity and quality and to immediately notify the supplier/contractor in case of any concerns before the acceptance.

D. Inspection and Acceptance

1. The CGSO-PSMD shall accept the delivery with the corresponding delivery receipts.

Such documents will be used in notifying the concerned offices on the delivery such as the City Accountant's Office (CAcco) and Commission on Audit to include the same in the Payables.

V. DELIVERABLES BY THE SUPPLIER/CONTRACTOR AND THE CITY GOVERNMENT.

The deliverables of the supplier/contract shall be as follows.

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

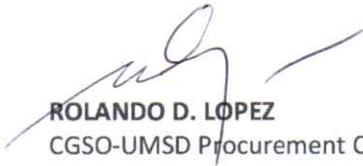
The deliverables of the City Government shall be as follows:


- a. On-time payment of the supplier/contractor i.e., 15 days after the delivery
- b. End-user shall monitor the delivery of requirements

- 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
- e. Evaluate the performance of the supplier/contractor and in case there is a violation to the Contract/Agreement, prepare a Verified Report

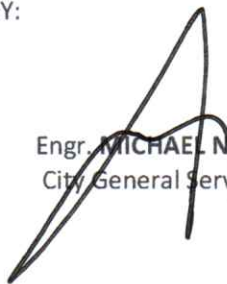
Prepared by:

NOTED BY:


ROLANDO D. LOPEZ
 CGSO-UMSD Procurement Officer


Engr. ROMEL S. SALVADOR
 CGSO-UMSD-Head

APPROVED BY:


Engr. MICHAEL N. QUIZON, Jr.
 City General Services Officer

CONFORME:
Signature over Printed Name
Date

Note: The 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 performance of supplier/contractor.