



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 Training Supplies to be used for the Basic Water Safety Training Course for Responders 2023 (Batch 1 and 2) in the City of San Fernando, Pampanga**

Location of the Project : **City Mayor's Office - City Disaster Risk Reduction and Management Division**

Company Name

Date : **Jun 7, 2023**

PR No. : **2023-06-01303**

Address

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Wednesday, June 14, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga**.

Canvassed by:

Approved by:

Mikkole R. Tuaño

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
1	2	pc(s)	Digital Stopwatch (Case size (L× W× H) 83 × 64 × 24 mm, Case / bezel material: Resin, Approx. 5 years on CR2032 (includes an average of 30 presses of button per day)			
2	10	pc(s)	Swimming Goggles (Padded Rubber, With super-soft seals, anti-fog coated lenses and total UV400 protection, Built-up Earplug)			
3	4	pc(s)	Kick Board (Dimensions: 16" long x 10" wide x 1" thick)			
4	2	pc(s)	Rescue Tube (measures 40" long by 6" wide by 4" thick and is made of multiple layers of high viscosity vinyl, Waterproof, Heavy-duty Vinyl exterior)			
5	2	pc(s)	Life Buoy Ring (Outer diameter- 67cm, Inner diameter - 42 cm, with grab-lines, with international Neon Orange stripe)			



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Project Title : **Supply and Delivery of Training Supplies to be used for the Basic Water Safety Training Course for Responders 2023 (Batch 1 and 2) in the City of San Fernando, Pampanga**

Location of the Project : **City Mayor's Office - City Disaster Risk Reduction and Management Division**

Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
6	30	pc(s)	Rash Guard (Customized, long sleeves (with City and SAFRU Logo), Polyester, Waterproof with UVP50SPF: Color Black)			
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 TRAINING SUPPLIES TO BE USED FOR THE BASIC WATER SAFETY TRAINING COURSE FOR RESPONDERS 2023 (BATCH 1 AND 2) IN THE CITY OF SAN FERNANDO, PAMPANGA

I.BACKGROUND

With the sloping topography of the City -- generally low-lying in the Southern area, flash floods have been observed to be prevalent in some of its barangays. The San Fernando Rescue Unit (SAFRU) Search and Rescue Team has always been keen to any water-related incident/s in the City. In past occurrences, the responders have provided immediate rescue services in flooded areas during onslaught of typhoons/southwest monsoons.

In line with the previously conducted Basic Water Safety Training, this Water Safety Training Course will be the second level course that will cover a review on basic swimming skills to relatively advanced water search and rescue techniques.

At the end of this Water Safety Training Course, the responders are expected to familiarize themselves with various swimming strokes, water rescue techniques, and the use of water personal protective equipment necessary for water search and rescue.

II.BUDGETARY REQUIREMENT

The Budgetary Requirement for Supply and Delivery of Training Supplies to be used for the Basic Water Safety Training Course for Responders 2023 (Batch 1 and 2) in the City of San Fernando, Pampanga, is included in the PPMP in the amount of SIXTY TWO THOUSAND SIX HUNDRED PESOS (P 62, 600.00)

III.OBJECTIVES

- To enhance their technical skills on basic water safety techniques
- To provide and supply the specific materials needed during the training
- To effectively and efficiently conduct the activity/program.

IV.TERMS AND CONDITIONS

During the procurement process and delivery/ implementation of the contract, the end-user and the supplier/ contractor shall:

- a. Specifications/ Schedule of Requirements

Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
2	pcs	Digital Stopwatch (Case size (L × W × H) 83 × 64 × 24 mm, Case / bezel material: Resin, Approx. 5 years on CR2032 (includes an average of 30 presses of button per day)	JUNE AND SEPTEMBER 2023	Central Storage, New Public Market, Del Pilar, CSFP
10	pcs	Swimming Goggles (Padded Rubber, With super-soft seals, anti-fog coated lenses and total UV400 protection, Built-up Earplug)		
4	Pcs	Kick Board (Dimensions: 16" long x 10" wide x 1" thick)		

2	Pcs	Rescue Tube (measures 40" long by 6" wide by 4" thick and is made of multiple layers of high viscosity vinyl, Waterproof, Heavy-duty Vinyl exterior)		
2	pcs	Life Buoy Ring (Outer diameter- 67cm, Inner diameter - 42 cm, with grab-lines, with international Neon Orange stripe)		
30	Pcs	Rash Guard (Customized, long sleeves (with City and SAFRU Logo), Polyester, Waterproof with UVP50SPF: Color Black)		

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 signed by the end-user and conformed by the supplier/contractor.
3. If the procurement process reaches the ensuing year, observe that the allowed delivery is only up to what is stipulated in the contract.
4. Ensure to supply the requirements upon issuance of DOC.
5. 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)/ Delivery Order Contract (DOC), No Delivery" Policy and comply with the delivery period.
2. The Delivery Period shall be from June and September 2023.
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 its 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 inspect and accept the delivery
2. The supplier/contractor shall present the PO and issue Sales Invoice
3. The CGSO-PMD shall prepare the corresponding Inspection and Acceptance Report/s.

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

The deliverables of the supplier/ contractor shall be as follows:

- a. Provide the quantity of materials 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 month.
- 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 and submitted by:

RAYMOND B. DEL ROSARIO
LDRRMO IV

CONFORME:
<hr style="border: 0; border-top: 1px solid black;"/> Signature over Printed Name
<hr style="border: 0; border-top: 1px solid black;"/> Date

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.