



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 Aluminum Stair Nosing and Nosing Screw to be used at Camarin C, New Public Market, Del Pilar, City of San Fernando Pampanga**  
 Location of the Project : **City Engineer's Office**

---

 Company Name
Date : **Jun 16, 2023**PR No. : **2023-06-01353**


---

 Address

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 23, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga.**

Canvassed by:

Approved by:

Rachelle M. Pangilinan

  
 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	252	pc(s)	1.11mm x 10.5mm x 2.44m Stair Nosing			
2	1006	pc(s)	Nosing Screw			
<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 and Delivery of Aluminum stair Nosing to be used at Camarin C, New Public Market**

Project Location: **New Public Market, Del Pilar, City of San Fernando, Pampanga**

### Background:

To make the public markets of the City to become competitive to similar markets such as wet and dry markets in shopping centers, the City realized the need for the redevelopment of our existing public markets especially the old public market located at the downtown area of the City. With its current status which is now fire hazard, unsanitary and unsafe to both consumers and vendors, the plan for redevelopment is a to ensure not only the safety of our consumers and vendors but also maintain its competitive advantage (i.e. strengthening our locally produced goods) to other wet and dry markets in the City.

To enhance the safety features of the New public market, an improvement is deemed necessary to make a more comfortable selling and shopping to both vendors and shoppers. Thus, this project.

### Objectives:

The main goal of the project is to build a safe, improved and competitive public market that creates entrepreneurial opportunities to our vendors, creates new job opportunities and expands market opportunities for locally grown products.

To ensure safety and convenience both to market goers and vendors.

**Approved Budget** : One Hundred Seventy Three Thousand Two Hundred Ninety Five and 80/100 Pesos (Php 173, 295.80)

### Minimum Requirement for the Supplier

1. The Supplier must ensure the specifications of requirements indicated in the Bill of Materials as follows:

Description	Quantity	Unit	Unit Cost	Amount
1.11 mm x 10.5mm x 2.44m stair nosing	252	Pcs	678.50	170,982.00
Nosing Screw	1,006	pcs	2.30	2, 313.80
<b>TOTAL</b>				<b>173,295.80</b>

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:

**TERMS OF REFERENCE**

Project Title : **Supply and Delivery of Aluminum stair Nosing to be used at Camarin C, New Public Market**

Project Location: **New Public Market, Del Pilar, City of San Fernando, Pampanga**

- a. Provide the quantity of needed materials 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 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.
- 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:

  
**Engr. KIM BOY T. 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.*