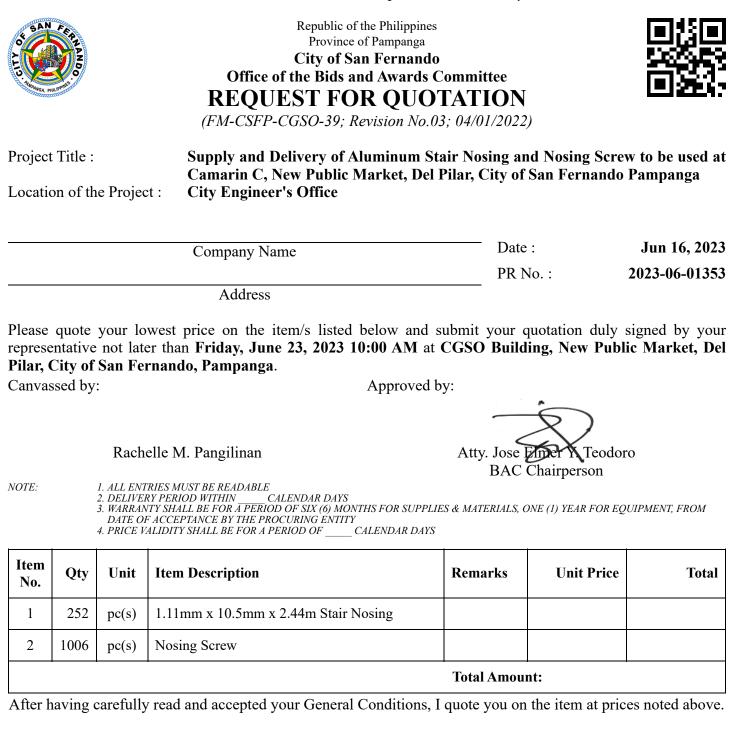
Financial Management and Procurement System



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
TOTAL				173,295.80

- 2. The supplier must be compliant with the IATF Health and Safety Protocols.
- 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:

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- 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. WIM BOY T. MAGUOTO Procurement Officer

Noted by:

Conforme:

Engr. **ANFIF** DAVID City Engineer

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.