



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 Appliances to be used at the City Mayor's Office in the City of San Fernando, Pampanga**  
Location of the Project : **City Mayor's Office**

\_\_\_\_\_  
Company Name  
Date : **Jul 4, 2023**  
PR No. : **2023-06-01452**  
\_\_\_\_\_  
Address

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Tuesday, July 11, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga.**

Canvassed by: \_\_\_\_\_ Approved by: \_\_\_\_\_  
  
Lorraine Kate M. Escoto 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	1	pc(s)	Coffee Maker  Gross weight (Kg) 2.4 Weight (Kg)1.7 Capacity (L)1.25			
2	1	pc(s)	Wet and Dry Wilson Floor Polisher 10 Inches 1 Hp 1725 rpm 60 Hz Off-set Gear Aluminum Deck Gear Release Handle 15mtrs Long Cable			
3	2	pc(s)	MicroWave  7 Power Level Auto-cook Functions Defrost Function Digital Control Input Power: 1400W			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
			Dimension HxWxD: 30 x 53.9 x 39.8 cm Color: Black			
4	1	pc(s)	Refrigerator  8.0 cu.ft. Inverter Technology Two-Door Top Freezer Refrigerator 3.0 (2) Write a review Inverter Technology Door Cooling+ Movable Ice Maker Low Voltage Start Ability Multi Air Flow Smart Diagnosis			
5	1	pc(s)	Rice Cooker Specifications  Voltage. 230-240 V Cord length. 1.0 m Frequency. 50/60 Hz Wattage. 550 W Capacity. 1.0/5 Litres / cups.			
6	1	pc(s)	Electric Stove Induction Cooker  IDX-3210C 2 Burner Color: Black			
7	1	pc(s)	Water Dispenser Specificaiton:  Width 36,2cm Height 100cm Weight 17,5kg. Hot & Cold			
<b>Total Amount:</b>						

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



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# REQUEST FOR QUOTATION

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Project Title : **Supply and Delivery of Appliances to be used at the City Mayor's Office in the City of San Fernando, Pampanga**

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

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Printed Name/ Signature

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Tel No./ Cellphone No.

---

Date

## TERMS OF REFERENCE

Project Title : **Supply and Delivery of Appliances to be used at the City Mayor's Office in the City of San Fernando, Pampanga**

Project Location: **City of San Fernando, Pampanga**

### **Background**

Good governance is the process of decision-making and the process by which decisions are implemented, an analysis of governance focuses on the formal and informal actors involved in decision-making and execute the decisions made and the formal and informal structures that have been set in place to arrive and perform the decision.

Thus, with the dedication and commitment of the present administration in carrying out inclusive governance, it is deemed necessary for the acquisition of sufficient resources to bring convenience in performing duties, inspire productivity and ensure efficient delivery of public service to clients.

### **OBJECTIVE/S**

- To provide appliances for the operations of the City Mayor's Office
- To provide better services for the constituents
- To help accommodate clients accordingly

### **Budgetary Requirements:**

The Approved Budget for the **Supply and Delivery of Appliances to be used at the City Mayor's Office in the City of San Fernando, Pampanga** is included in the PMP with Reference Number 2022-1745 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of P98,000.00 amount in figure or Ninety Eight Thousand Pesos amount in words.

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

1. The Supplier must ensure the specifications and schedule of requirements indicated in the Purchase Order.
2. The concerned office thru the Designated Procurement Officer will inform the supplier for the whole details of the delivery at least 1 – 2 days before the event to provide the order as per approved Delivery Order Contract and Order List.
3. The supplier must be open for any changes and cancellation of orders for the unforeseen circumstances.
4. The supplier must be compliant with the IATF Health and Safety Protocols.
5. 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 the appliances 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.

**TERMS OF REFERENCE**

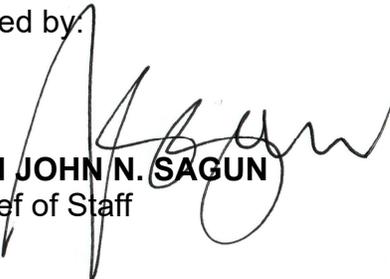
Project Title : **Supply and Delivery of Appliances to be used at the City Mayor's Office in the City of San Fernando, Pampanga**

Project Location: **City of San Fernando, Pampanga**

Prepared by:

  
**Walter C. Navarro**  
Procurement Officer

Noted by:

  
**KIM JOHN N. SAGUN**  
Chief of Staff

Conforme:

\_\_\_\_\_  
Signature Above Printed Name/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.*