



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 Photographic Equipment to be used for the Profiling of Fernandino Learners and OSCY Cleansing/Encoding Activity in the City of San Fernando, Pampanga**

Location of the Project : **City Social Welfare and Development Office**

Company Name

Date : **Jul 25, 2023**

PR No. : **2023-07-01654**

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, August 1, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga**.

Canvassed by:

Approved by:

Jolina B. Vital

Engr. Michael N. Quizon, Jr.

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	unit(s)	Digital Compact Camera New digic 7 Imaging Processor + 1.0-inch type CMOS sensor 4.2x Optical zoom 24-100mm (35mm equivalent), f/1.8 - f/2.8 lens 3.0 inch-type touchscreen tilt-type LCD monitor (180° upwards, 45° downwards) Wi-Fi & NFC capabilities			
2	1	unit(s)	Compact Wireless Microphone System Transmitter operates as a clip-on microphone or belt-pack for a lavalier/headset microphone Ultra-compact form-factor-transmitter and receiver Weigh a minuscule 31g each Series III 2.4GHz digital wireless transmission with 128-bit Up to 70m range (line-of-sight) 3-stage output pad (0dB, - 12dB and -24dB) and Battery saver mode			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
3	1	pc(s)	Camera Tripod Stand Holder Mount 58 in adjustable angle Flip lock, Foldable, 360 degree rotation			
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 PHOTOGRAPHIC EQUIPMENT TO BE USED FOR THE PROFILING OF FERNANDINO LEARNERS AND OSCY CLEANSING IN THE CITY OF SAN FERNANDO, PAMPANGA

I.BACKGROUND

It was the year 2017 when the City Government of San Fernando, Pampanga has been nominated as a finalist of National Child Friendly City- Component City Category. During the validation, one of the assessed areas was the lacked of a comprehensive children's database which was held important in developing programs for the children. In 2018, the Local Council for the Protection of Children developed a questionnaire to be used as a tool in gathering information for the creation of the children's database and was first administered in 2019. Moreover, this year, the City of San Fernando will continue the administration of the questionnaire and develop a database system.

The Children's Database System aims to gather information on children's profile inclusive of its basic information, educational background, social skills, mode of learning and social interaction. In compliance with the Child Friendly Local Governance indicator 5.1.1, information about a child's age, sex, ethnicity, children with disability and out of school children is needed.

This database will enable the Local Council for the Protection of to track children's needs and prioritize preventive measures in accord to their current concerns. More so, this database can be an effective medium to compare data from the other municipalities/cities as well as a measuring instrument on the initiative program of the City Government.

II.BUDGETARY REQUIREMENT

The budgetary requirement for the Supply and Delivery of Photographic Equipment to Be Used for The Profiling of Fernandino Learners and OSCY Cleansing in The City of San Fernando, Pampanga is included in the PPMP with Ref. No. 2023-3043 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of SEVENTY THOUSAND PESOS (P 70,000.00).

III.OBJECTIVES

Having a comprehensive children's database provides a complete information to support the efforts of the City Government in creating diversified programs and services appropriate for each age group. More so, the information generated through the database could bring new projects or interventions for the welfare of the children sector. It also gives importance in making available updated and relevant statistics on children.

IV.TERMS AND CONDITIONS

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

- a. Specifications/ Schedule of Requirements

Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
1	unit(s)	Digital Compact Camera New digicam 7 Imaging Processor + 1.0inch type CMOS sensor 4.2x Optical zoom 24-100mm (35mm equivalent), f/1.8-f/2.8 lens 3.0inch type touchscreen tilt type LCD monitor (180upwards, 45 downwards) WIFI and NFC capabilities	July-December 2023	CGSO Storage, New Public Market, Del Pilar, CSFP
1	unit(s)	Compact Wireless Microphone System Transmitter operates as a clip-on microphone or belt pack for lavalier/headset microphone Ultra-compact form factor transmitter and receiver Weigh a minuscale 31g each Series III 2.4GHz digital wireless transmission with 128-bit Up to 70m range (line of sight) 3 stage output pad (0Db,-12Db and - 24dB) and battery saver mode		
1	unit(s)	Camera Tripod Stand Holder Mount 58 in adjustable angle Fliplock, Foldable,360 degree rotation		

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 transaction 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 upon issuance of DOC.
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)/ Delivery Order Contract (DOC), No Delivery" Policy and comply with the delivery period.

2. The Delivery Period shall be from July 2023, and the contract shall end by the end of December 2023. By the end of the contract, the end- user can no longer prepare Order List and no DOC will be issued for the purpose.
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.

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- PSMD shall prepare the corresponding Inspection and Acceptance Report/s.

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 (COA) to include the same in the Payables.

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 the Photographic Equipment being required by the project/ program; and
- b. Strictly follow the specifications and timely provision of requirements based on the delivery schedule.

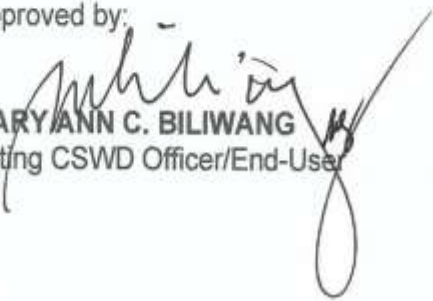
The deliverables of the City Government shall be as follows:

- a. On- time payment of the supplier/ contractor i.e., 15 days after the delivery.
- b. End- user shall monitor the delivery.
- c. The Procurement Officer shall assist in the monitoring and on- time payment of the supplier/ contractor.
- 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:


LORLETTE P. LERO
PDO I

Approved by:


MARYANN C. BILWANG
Acting CSWD Officer/End-User

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 the performance of the supplier/ contractor.*