



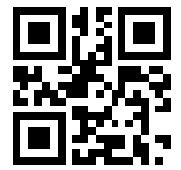
Republic of the Philippines  
Province of Pampanga

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/Materials to be used for the National Disaster Resilience Month 2023 ACDVs and BDRRMC Rescue Olympics in the City of San Fernando, Pampanga**

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

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

Date : **Jul 31, 2023**

PR No. : **2023-07-01689**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Friday, August 4, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga.**

Canvassed by: \_\_\_\_\_ Approved by: \_\_\_\_\_

Camille C. Mendiola

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	2	pc(s)	Olympic Torch			
2	150	pc(s)	Triangular Bandage Color: Purple with CSFP Logo Size: Base-63.5" Sides: 43"			
3	1	roll(s)	Kernmantle Static Rope 8mm x 200meters			
4	1	roll(s)	Caution Tape (standard yellow)			
5	10	pc(s)	Clip Board (Long Size)			
<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

### SUPPLY AND DELIVERY OF TRAINING SUPPLIES/MATERIALS TO BE USED FOR THE NATIONAL DISASTER RESILIENCE MONTH 2023 ACDVS AND BDRRMC RESCUE OLYMPICS IN THE CITY OF SAN FERNANDO, PAMPANGA.

#### I.BACKGROUND

As we continue to recognize the important role of volunteers in realizing a disaster-resilient city, the City Government, through the City Disaster Risk Reduction and Management Office (CDRRMO), will be holding a capability assessment which shall be participated by the CDRRMO's ACDVs and BDRRMCs.

In previous years, the office successfully conducted the same activity among the BDRRMCs and School DRRM within the city. This year's categories that shall take place are the following: Bandaging Relay, Lifting and Moving Relay, Basic Life Support, and Basic Knot Tying.

The office proposes this type of activity to intensify the strong partnership between the LGU and the accredited community disaster volunteers. Further, this will also serve as a capability assessment of the participants' previously attended rescue training provided by the San Fernando Rescue Unit.

#### II.BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply and Delivery of Training Supplies/Materials to be used for the National Disaster Resilience Month 2023 ACDVs and BDRRMC Rescue Olympics in the City of San Fernando, Pampanga, is included in the PPMP in the amount of FIFTY-SIX THOUSAND AND FOUR HUNDRED NINETY PESOS (P 56,490.00).

#### III.OBJECTIVES

- To promote situational awareness and execute appropriate rescue techniques/skills needed during an unforeseen event.
- 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	Olympic Torch	July-August 2023	Central Storage, New Public Market, Del Pilar, CSFP
150	pcs	Triangular Bandage Color: Purple with CSFP Logo Size: Base-63.5" Sides: 43"		
1	roll	Kernmantle Static Rope 8mm x 200meters		
1	roll	Caution Tape (standard yellow)		
10	pcs	Clip Board (Long Size)		

- 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 July-August 2023.
3. During the delivery, strictly follow the provisions enumerated in the Terms and Conditions of the PO/ Contract including the Delivery Schedule, and 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; margin: 5px 0;"/> Signature over Printed Name
<hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> 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.