



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 Dry Bag and Kernmantle Rope to be used for the Flood Swifter Water Rescue Training Course for Responders of the City Disaster Risk Reduction and Management Division**

Location of the Project : **City Public Order and Safety Coordinating Office - City Disaster Risk Reduction and Management Division**

 Company Name
Date : **Oct 13, 2022**PR No. : **2022-10-01456**

 Address

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Thursday, October 20, 2022 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 Ender 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	3	pc(s)	Dry bag 10L, color: orange or black			
2	1	pc(s)	Dry bag 15L, color: orange or black			
3	1	pc(s)	Kernmantle Rope Floating 10.2x200m			
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

Kernmantle

SUPPLY AND DELIVERY OF DRY BAG AND ROPE FLOATING TO BE USED FOR THE FLOOD SWIFT WATER RESCUE TRAINING COURSE FOR RESPONDERS OF THE CITY DISASTER RISK REDUCTION AND MANAGEMENT DIVISION.

I.BACKGROUND

The City Government of San Fernando is dedicated to safeguard the well-being and safety of its citizen and to omit the socio-economic and environmental impacts of disaster; and to make available, suitably- trained and competent personnel for effective civil defense and disaster risk reduction and management in the city.

This course prepares responders to safely perform swift water and flood related rescues, equip them with necessary knowledge, skills and abilities to perform offensive lifesaving operations in swift water conditions and successfully perform rescues in various types of incidents due to rain, including urban flooding, rural flooding, wide area flooding, and catastrophic level or dam failure.

II.BUDGETARY REQUIREMENT

The Budgetary Requirement for the supply and delivery of dry bag and rope floating to be used for the Flood Swift Water Rescue Training for Responders of the City Disaster Risk Reduction and Management Division, is included in the PPMP in the amount of FIFTY THREE THOUSAND NINETY SEVEN PESOS (P 53,097.00).

III. OBJECTIVESS

- To provide first responders with the necessary knowledge, skills and abilities to perform defensive lifesaving operations in swift water / flood conditions.
- 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
3	pcs	Dry bag 10L, color: orange or black	December 2022	Central Storage, New Public Market, Del Pilar, CSFP
1	pc	Dry bag 15L, color: orange or black		
1	pc	Kernmantle Rope Floating 10.2x200m		

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 December 2022.
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.
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 dry bag and rope floating 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

<p>CONFORME:</p> <p style="margin-top: 20px;">Signature over Printed Name</p> <p style="margin-top: 20px;">Date</p>
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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.