



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 Uniforms to be used by the members of the 8th Sangguniang Panlungsod of the City of San Fernando, Pampanga**

Location of the Project : **Office of the Sangguniang Panglungsod**

 Company Name
Date : **Nov 15, 2022**PR No. : **2022-10-01488**

 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, November 22, 2022 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga**.

Canvassed by:

Approved by:

Monalyn L. Moulic
Administrative Aide VI (Buyer II)

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	13	pc(s)	Barong (Jusi)			
2	13	pc(s)	Blazer/Jacket with Pants			
3	26	pc(s)	Polo Jacket			
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 UNIFORMS TO BE USED BY THE MEMBERS OF THE 8TH
SANGGUNIANG PANLUNGSOD OF THE CITY OF SAN FERNANDO, PAMPANGA

I. BACKGROUND

Pursuant to the Republic Act No. 7160 otherwise known as the Local Government Code of 1991, particularly Chapter 3 Section 48, *Local legislative power shall be exercised by the Sangguniang Panlalawigan for the province; the Sangguniang Panlungsod for the city; the Sangguniang bayan for the municipality; and the Sangguniang Barangay for the Barangay.*

Further, Section 458 (a) of the Code provides that *the Sangguniang Panlungsod, as the legislative body of the city, shall enact ordinances, approve resolutions and appropriate funds for the general welfare of the city and its inhabitants pursuant to section 16 of the Code and in the proper exercise of the corporate powers of the city as provided for under section 22 of the Code, and shall: (1) Approve ordinances and pass resolutions necessary for an efficient and effective city government, among others.*

Prior to the enactment of local legislations, conduct of meetings and sessions are deemed necessary, under Rule V, Section 1 of the Internal Rules of Procedure 2019-2022 of the Sangguniang Panlungsod, *this Sanggunian shall hold its Regular Session once a week to be held at the City Session Hall, Heroes Hall, Magdalena Subdivision, Barangay San Juan, City of San Fernando, Pampanga, every Monday, at 3:00 p.m. without the requirement of notification to Sangguniang Panlungsod members or at any time or place decided upon unanimously by the members themselves, provided; that all of them are notified at least one day before such Session is held and Rule XV, Section 3, during sessions, the members of the august body and the Secretary to the Sanggunian shall wear short sleeves Barong Tagalog or at least short sleeves white polo. The wearing of "maong" pants for the members of the Sangguniang Panlungsod and the Secretary to the Sanggunian shall be strictly prohibited, hence, procurement of Uniforms to be used by the members of the 8th Sangguniang Panlungsod of the City of San Fernando, Pampanga is needed.*

II. BUDGETARY REQUIREMENT

The budgetary requirement for the Supply and Delivery of Uniforms to be used by the members of the 8th Sangguniang Panlungsod of the City of San Fernando, Pampanga is included in the PPMP with code 2022-2421 in the amount of **ONE HUNDRED NINETY-TWO THOUSAND FOUR HUNDRED PESOS (P192,400.00)**

III. OBJECTIVES

To provide all members of the 8th Sangguniang Panlungsod of the City of San Fernando, Pampanga the UNIFORMS that is required under Rule XV, Section 3 of the Internal Rules of Procedure 2019-2022.

IV. SCOPE OF SERVICES

1. The Office of the Sangguniang Panlungsod, shall engage the services of a supplier to provide the Uniforms of all the Sangguniang Panlungsod Members (1 Vice Mayor, 10 City Councilors, 2 Ex-Officio Members).
2. Uniforms include 2 pcs of POLO Jacket Barong, 1 Long Sleeves Polo Barong and 1 Blazer with Black Pants.
3. The design and details of all uniforms are custom made for each SP member.

V. 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	Location
26	pcs	Polo Jacket	Office of the Sangguniang Panglungsod, Heroes Hall, CSFP
13	pcs	Long Sleeves Barong (Jusi)	Office of the Sangguniang Panglungsod, Heroes Hall, CSFP
13	sets	Blazer/Jacket with Pants	Office of the Sangguniang Panglungsod, Heroes Hall, CSFP

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 to proceed.

VI. DELIVERABLES BY THE SUPPLIER/CONTRACTOR AND THE CITY GOVERNMENT

- a. The deliverables of the supplier/ contractor shall be as follows:
- ✓ Provide the items being required by the contractor
 - ✓ Assign a representative who will coordinate and comply with all the documentary requirements of the project such as signing of contracts, notice to proceed and other pertinent documents
 - ✓ Strictly follow the specifications and details of the items as required by the end-user
- b. The deliverable of the City Government shall be:
- ✓ Serve as the Secretariat who shall assist and monitor the completion of the purchase request and payment of the supplier/contractor,
 - ✓ Provide payment upon the completion of the service and appropriate billing documents

Prepared by:



Susan G. Lee
Admin. Assist /End-User

CONFORME:

SIGNATURE OVER PRINTED NAME

DATE

Approved by:


Marlene M. Yalung
Admin. Officer IV

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.