



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, Delivery and Installation of Carpet Tiles to be used at Tiburcio Conference Area and Chief of Staff's Office at Heroes Hall, City of San Fernando, Pampanga**

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

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

\_\_\_\_\_  
Address

Date : **Mar 16, 2023**

PR No. : **2023-03-00653**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Thursday, March 23, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga**.

Canvassed by:

Approved by:

Jeffrey Ross M. Navarro  
Administrative Assistant III (Buyer III)

  
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	132.07	sq. m(s)	Carpet Tiles			
2	28	kg(s)	Carpet Tiles Adhesive			
<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

Project Title : **Supply, Delivery and Installation of Carpet Tiles to be used at Tiburcio Conference Area and Chief of Staff's Office**

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

### Background:

The Tiburcio Hilario Conference Room at the Heroes Hall serves as venue for meetings of different stakeholders of the City, venue for Government projects such as Kasalan king Balen, venue for seminars and trainings, among others. On the other hand, the Chief of Staff Office receives clients' appointments to the City Mayor, clients with concerns, among others.

As these offices caters Fernandinos, we believe on the need to keep the integrity of these rooms in order to build trust and confidence to our constituents. The venue shall make these stakeholders feel their important contribution to the success of the city's projects so to encourage citizen's participation.

### Objectives:

The goal of the project is to provide a conducive venue to Fernandinos for City events, meetings, seminars, trainings and receiving of clients.

**Approved Budget** :Three Hundred Seventy Five Thousand Four Hundred Ninety One and 20/100 Pesos (Php. 375,491.20)

### Minimum Requirement for the Supplier

1. The Supplier must ensure the specifications of requirements indicated in the Bill of Materials is being followed. Supplier shall be informed a day before the delivery upon approval of the Order List.
2. The supplier must be compliant with the IATF Health and Safety Protocols.
3. 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:

- a. Provide the quantity of materials 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.

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- 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:

  
**Engr. KIM BOY T. MAGTOTO**  
Procurement Officer

Noted by:

  
**Engr. ANELE C. DAVID**  
City Engineer

Conforme:

  

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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.*