



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 Janitorial Supplies to be used by the San Fernando Rescue Unit for 2023 in the City of San Fernando, Pampanga**
Location of the Project : **City Mayor's Office - City Disaster Risk Reduction and Management Division**

Company Name

Date : **Jun 23, 2023**

PR No. : **2023-03-00579**

Address

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Friday, June 30, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga**.

Canvassed by:

Approved by:

Jolina B. Vital


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	300	can(s)	Disinfectant Spray, Big, 340g			
2	100	btl(s)	Chlorox, 1 liter			
3	60	pack(s)	Detergent Powder, 1kf			
4	50	gal(s)	Diswashing Liquid			
5	30	pack(s)	Sando Bag, Large			
6	2	pc(s)	Mop Bucket, Heavy Duty, Hard Plastic			
7	30	pack(s)	Garbage Bag Black, XL 30x37			
8	30	pack(s)	Garbage Bag Black, Yellow 30x37			
9	50	pc(s)	Flannel Rags, Absorbent Cloth			
10	2	pack(s)	Cling Wrap 18" x 500m			
11	2	pack(s)	Ziplock small 50's			
12	2	pack(s)	Ziplock medium 50's			
13	2	pack(s)	Ziplock large 50's			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
14	2	pack(s)	Ziplock XL 50's			
15	30	pack(s)	PE Clear Plastic Bag 30 inches x 60 inches, 100pc/pack			
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 JANITORIAL SUPPLIES TO BE USED BY THE SAN FERNANDO RESCUE UNIT 2023 IN THE CITY OF SAN FERNANDO, PAMPANGA

I.BACKGROUND

Disaster and Emergency can strike everywhere. At any time, natural or man-made disaster, time-sensitive complications such as heart attack or stroke, along with other emergency conditions that require close medical attention can occur.

For most people, attending to emergency cases is fearsome. They would not want to get involved in, but for the San Fernando Rescue Unit (SAFRU) who provides 24/7 rescue services, including but not limited to Emergency Medical Services, emergency situation is the perfect opportunity to respond to the call of duty and show not only their competence, but also their empathy and compassion to serve the victims who need help. Moreover, it would greatly contribute to the reduction of the morbidity and mortality rate in the city.

II.BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply and Delivery of Janitorial Supplies to be used by the San Fernando Rescue Unit 2023 in the City of San Fernando, Pampanga, is included in the PPMP, which is in the amount of THREE HUNDRED SEVEN THOUSAND ONE HUNDRED FOURTY THREE AND SIXTY EIGHT CENTAVOS (P 307,143.68).

III.OBJECTIVES

The objectives of the Supply and Delivery of Janitorial Supplies to be used by the San Fernando Rescue Unit 2023 in the City of San Fernando, Pampanga are as follows:

1. To provide pre-hospital care with sufficient and adequate ambulance supplies and equipment available
2. To assist injured patients or those with illness to and from the nearest health facility

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
300	can	Disinfectant Spray, Big, 340g		
100	bottle	Chlorox 1 Liter		
60	packs	Detergent Powder, 1kg,		
50	gallons	Dishwashing Liquid		

30	pack	Sando Bag, Large	20 days upon approval of PO	Central Storage, New Public Market, Brgy. Del Pilar, CSFP
2	pcs	Mop Bucket, Heavy Duty, Hard Plastic		
30	pack	Garbage Bag, Black, XL 30"x37"		
30	pack	Garbage Bag, Yellow, XL 30"x37"		
50	pcs	Flannel Rags, Absorbent Cloth		
2	pack	Cling Wrap 18" x 500m		
2	pack	Ziploc Small 50's		
2	pack	Ziploc Medium 50's		
2	pack	Ziploc Large 50's		
2	pack	Ziploc XL 50's		
30	pack	PE Clear Plastic Bag 30 inches x 60 inches 100 pc/pack		

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. 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 20 days upon approval of PO.
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 janitorial supplies 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 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
CDRRM Officer

CONFORME:
_____ Signature over Printed Name
_____ 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.