



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 and Vinyl Tiles to be used at various offices of the City College at San Isidro, City of San Fernando, Pampanga**

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

Company Name

Address

Date : **Jun 9, 2023**

PR No. : **2023-06-01328**

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 16, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga.**

Canvassed by:

Approved by:

Lorraine Kate M. Escoto


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	69.3	sq. m(s)	Carpet Tiles			
2	323.4	sq. m(s)	Vinyl Tiles			
3	78.54	kg(s)	Tile Adhesive			
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

Project Title : **Supply, Delivery and Installation of Carpet and Vinyl Tiles to be used at various offices of the City College**

Project Location: **City College, San Isidro, City of San Fernando, Pampanga**

Background:

The City College of San Fernando Pampanga (CCSFP) with the direction of the City Mayor and concerted efforts of its faculty and staff is currently transitioning from the traditional higher education institution model to the community college framework as an effort for continuous improvement. From being a community college, we embrace inclusivity, i.e., all students, regardless of their background, should have an equal access to higher education which is in line with the priority Agenda of the current administration.

As we expect for an increase in student application, we have constructed and continued with the transfer of the City College campus at the City Civic Center which are expected to address the anticipated classroom shortage at CCSFP due to the continuous increase in the number of enrollees.

To ensure a conducive learning to students in the City, we believe on the need for improvement of offices involved in the management of the campus. Having a well maintained building or class rooms is one of the factors to encourage learning among students. Thus, this request.

Objective/s:

The goal of the project is to provide suitable space for students to access quality education that encourages and boosts motivation to learning.

Approved Budget : Four Hundred Seven Thousand Four Hundred Ninety Nine and ²⁵/₁₀₀ Pesos (Php 407,499.25)

Minimum Requirement for the Supplier

1. The Supplier must ensure the specifications and schedule of requirements of below materials are being followed:

DESCRIPTION	QUANTITY	UNIT	UNIT COST	AMOUNT
Carpet Tiles	69.30	Sq.m.	2,800.00	194,040.00
Vinyl Tiles	323.40	Sq.m.	610.65	197,484.21
Tile Adhesive	78.54	Kgs.	203.40	15,975.04
TOTAL				407,499.25

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:

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- a. Provide the quantity of abovementioned 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.
- 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 BOYT. MAGTOTO
Procurement Officer

Noted by:


Engr. ANELE C. DAVID
City Engineer

Conforme:

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.