



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 Training T-Shirt and Shorts to be used during the Awareness Raising Campaign on Ethics, Laws and Regulations for City Public Order and Safety Coordinating Office Personnel (Batch 1 and 2) in the City of San Fernando, Pampanga**

Location of the Project : **City Public Order and Safety Coordinating Office**

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

\_\_\_\_\_  
Address

Date : **Jul 19, 2023**

PR No. : **2023-07-01584**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Monday, July 24, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga.**

Canvassed by:

Approved by:

Rachelle M. Pangilinan

  
Engr. Michael N. Quizon, Jr.  
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	150	pc(s)	Dri-Fit Training Shirt with print (sublimation printing) CSFP Logo CPOSCO Logo Last name of Enforcer			
2	150	pc(s)	Physical Fitness Dri-Fit Short with side pocket and print : Last name of Enforcer			
<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

### Supply and Delivery of Training T-Shirt and Shorts to be used for the Stress Debriefing of City Public Order and Safety Coordinating Office for Batch 1 and 2 in the City of San Fernando, Pampanga

#### I. BACKGROUND

#### II. BUDGETARY REQUIREMENT

Pursuant to R.A. No. 7160 otherwise known as the Local Government Code of 1991 particularly Section 444(b)(1) provides that the Chief Executive shall exercise general supervision and control over all programs, projects, services, and activities of the local government.

With the ongoing investments and the City's economic progress and development, there is a dramatic increase in vehicular volume and the number of pedestrians that adds up to the current traffic congestion problems the city encounters. As the primary department of the City Government that implements all ordinances pertaining to public order and safety, the CPOSCO is continuously seeking ways to instill discipline among all road users through information dissemination pertaining to public order and safety, regular conduct of clearing operations to different road obstructions, check-points to identify erring drivers and pedestrians, and traffic policing to monitor and maintain public order and safety along major thoroughfares of the City.

The work of CPOSCO enforcers takes toll to their physical, mental, emotional, and spiritual well-being. Studies show and validate the importance of debriefings and stress management particularly for front liners where a sound mind and body are essential.

In view of the above, it is essential for CPOSCO to conduct such activities in order to ensure that all of its personnel stay in the top state of mind.

#### III. OBJECTIVES

To provide the required Training T-Shirt and Shorts to be used for the Stress Debriefing of City Public Order and Safety Coordinating Office for Batch 1 and 2 in the City of San Fernando, Pampanga

#### 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
150	Pcs	Dri-Fit Training Shirt with print (sublimation printing) CSFP Logo CPOSCO Logo Last name	July 30, 2023	CGSO Storage CSFP

		of Enforcer		
<b>150</b>	<b>Pcs</b>	Physical Fitness Dri- Fit Short with side pocket and print : Last name of Enforcer		

b. Procurement Process

1. For the End- user, ensure the completion of the documents In order to proceed withthe procurement process.
2. For thesupplier/provider, ensure the completeness of the documentsbeingrequiredby the Bidsand Awards Committee (BAC) for the procurementprocess on-time basedon the procurementschedule including this TOR duly signed by the end- user and conformed by the supplier/ provider.
3. If the procurement process reaches he ensuing year, observe that the allowed delivery Is onlyup to whatis stipulated In the contract.
4. For the End- user, present clearly this TOR during the Pre- Bid Conference for the informationof the prospective bidder/s (for Competitive/ Public Bidding), and presentby the Buyer with the assistance of the End- user (for Alternative Methods of Procurement).
5. Ensure that there are readily- available supplies upon submission of Request for Quotation (RFQ)/ Bid since delivery is anticipated upon Issuance of PO/ Contract.
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 ofProcurement.

c. Delivery/ Implementation period

1. Strictly observe the "No Purchase Order (PO)/ Contracts, No Delivery" Policy and comply withthe delivery period.
2. The Delivery Period shall be immediately after the approval of Notice to Proceed.
3. The winning supplier will schedule a measurement for the recipients of the T-Shirt.
4. During the delivery, strictly follow the provisions enumerated in the Terms and Condition of thePO/ Contract including the Delivery Schedule, Penalty, among others.
5. In case there is a change in the Delivery Schedule and specifications, the End- user throughthe Procurement Officer shall coordinate with the CGSO- Procurement Management Division (PMD) for the latter to advise the supplier/ contractor regarding the concern.
6. Coordination with the supplier/ contractor shall be the function of the CGSO- PMD as its mandate.

- a. Provide the quantity of t-shirts and shorts 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., 30 days after delivery.
- 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.



LOUIE P. CLEMENTE  
Department Head, CPOSCO

<p><b>CONFORME:</b></p> <p>Signature over Printed</p> <p>Name Date</p>
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**Note:** The 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.











