



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 Rolls to be used at the City Executive Meeting Room, Heroes Hall, City of San Fernando, Pampanga**
Location of the Project : **City Engineer's Office**

Company Name
Date : **Aug 23, 2023**
PR No. : **2023-08-01892**

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, August 29, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga.**

Canvassed by:

Approved by:

Jannelle D.A. Tungcab

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	35	sq. m(s)	3.66 x 6.15 Superdyna carpet			
2	7.44	sq. m(s)	1.21 x 6.15 Superdyna carpet			
3	9	kg(s)	Carpet 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 Rolls to be used at the**
city Executive Meeting room ✓

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

Background: As written in Section 15-General Welfare- of Republic Act (RA) 7160 known as the Local Government Code of 1991 – “Within their respective territorial jurisdictions, local government units shall ensure and support, among other things, the preservation and enrichment of culture, promote health and safety, enhance the right of the people to a balanced ecology, encourage and support the development of appropriate and self-reliant scientific and technological capabilities, improve public morals, enhance economic prosperity and social justice, promote full employment among their residents, maintain peace and order, and preserve the comfort and convenience of their inhabitants”.

The Construction and Maintenance Division of the City Engineer's Office is responsible for implementation, administration of construction, repair and maintenance of roads, bridge, drainage system, public building and other structures/facilities of public usage within the city. To provide a conducive space in the City Mayor's Office for the conduct of meetings, consultations and discussion, we believe on the need for the improvement of the said War Room. Thus, this project.

Objective/s: The main goal of the project is to perform the Division mandate and/or function for the effective and efficient repair and maintenance of building and other structure/facilities for public usage within the City of San Fernando, Pampanga.

Approved Budget : Sixty Eight Thousand Nine Hundred Seventy and 68/100 One Pesos (Php 68,970.68)

Minimum Requirement for the Supplier

1. The Supplier must ensure the specifications of requirements indicated as follows:

DESCRIPTION	QUANTITY	UNIT	UNIT COST	AMOUNT
3.66 X 6.15 Superdyna carpet	35	Sqm	1,582.00	55,370.00
1.21 X 6.15 Superdyna carpet	7.44	Sqm	1,582.00	11,770.08
Carpet Tiles Adhesive	9	kgs	203.40	1,830.60
TOTAL				68,970.68

TERMS OF REFERENCE

Project Title : **Supply, Delivery and Installation of Carpet** *to be used at City Executive Meeting Room.*
Project Location: **Heroes Hall** ↓ **City of San Fernando, Pampanga**

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.
- 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:

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.