



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 Audio Visual Materials and Tools to be used at the CGSO-Utility and Maintenance Services Division for 2023 in the City of San Fernando, Pampanga**

Location of the Project : **City General Services Office - Utility and Maintenance Services Division**

Company Name
Date : **Aug 23, 2023**
PR No. : **2023-08-01923**

Address

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Wednesday, August 30, 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

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	3	pc(s)	HDMI Cable 1.5 meters			
2	2	pc(s)	HDMI Cables 10 meters			
3	20	pc(s)	XLR Male & Female Connector			
4	2	roll(s)	G.I. Wire #16			
5	20	pc(s)	For Stage: Plyboard 4x8x3/4			

Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
6	10	pc(s)	Plywood 4x8x1/2			
7	6	box(s)	Gypsum Screw (metal) 1 1/2			
8	2	pc(s)	Dewalt 24V Lion 5.OAH			
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 AUDIO VISUAL MATERIALS AND TOOLS TO BE USED FOR CITY GENERAL SERVICES OFFICE-UTILITY AND MAINTENANCE SERVICES DIVISION IN THE CITY GOVERNMENT OF SAN FERNANDO, PAMPANGA.

I. BACKGROUND

Pursuant to the Republic of Act No. 7160 otherwise known as the Local Government Code of 1991 particularly Section 17(a) which states the Local Government Units shall endeavor to self-reliant and shall continue exercising the power and discharging the duties and functions currently vested upon them. They shall likewise such other powers and discharge such other functions and responsibilities as are necessary, appropriate to efficient and effective provision of the basic services and activities of the Local Government.

As the CGSO-UMSD the Audio Visual Unit envisions to be a responsible and committed provider of quality and up-to-date processes in the City's Activities and others, and a leader in the formulating of sustainable measures, systems and strategies suitable for a model City of countryside development, the office is proposing for the provision of Audio Visual Materials & Tools.

The project will be implemented by the CGSO-UMSD being the office in charge in carrying out basic services to the City Government Activities, Events, Barangay Affairs and Other private organizations activities and endeavor.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement of the Supply and Delivery of Audio Visual Materials & Tools to be used for CSGO-UMSD for Audio Visual Unit is included in the PPMP with ref. No. 2023-789 and already included in the Annual Procurement Plan (APP) of the City Government of which is in the amount ONE HUNDRED THOUSAND PESOS ONLY (P100,000.00).

III. OBJECTIVES

1. To procure Audio Visual Materials and Tools for the replacement of damaged wires and cables.
2. To improve the over-all services/capability of the venues in accommodating activities/events of the City.
3. To implement programs & activities of the City.

IV. TERMS AND CONDITIONS

During the procurement process and delivery/Implementation of the contract, the End-user and the supplier/contractor shall:

a. Specification Schedule of Requirements

QTY	UNIT	ITEM DESCRIPTION/SPECIFICATION	DELIVERY DATE	LOCATION
3	pc(s)	HDMI Cables 1.5 meters	30 days upon the issuance of NTP	CGSO-Storage , New Public Market , Del Pilar, City of San Fernando, Pampanga
2	pc(s)	HDMI Cables 10 meters		
20	pc(s)	XLR Male & Female Connector		
2	roll(s)	G.I. Wire #16		
20	pc(s)	Plyboard 4x8x3/4		
10	pc(s)	Plywood 4x8x1/2		
6	boxes	Gypsum Screw (Metal) 1 1/2		
2	pc(s)	Dewalt 24V Lion 5.0AH		

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 conform by the supplier/provider.
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 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 that there are readily-available supplies upon submission of Request for Quotation (RPQ) 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 of Procurement.

c. Delivery/Implementation period

1. Strictly observe the "No Purchase Order (PO)/Contracts, No Delivery" Policy and comply with with the delivery period.
2. The Delivery period shall be from 30 days upon the issuance of Notice of Proceed.
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 charge in the Delivery Schedule and Specifications, the End-user through the Procurement Officer shall coordinate with the CGSO-Procurement Management Division.
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 of Protective Suits and Gears 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 Sale Invoice.
3. The CGSO-PSMD shall prepare the corresponding inspection and Acceptance Reports.

Such document will be used in notifying the concerned offices on the delivery such as the City Accountant's (CAccO) and Commission on Audit (COA) to include the same in the Payables.

V. DELIVERABLES BY THE SUPPLIER/CONTRACTOR AND THE CITYGOVERNMENT

The deliverables of the supplier/contractor shall be as follows:

- a. Provide the quantity of Audio Visual Materials & Tools being required by the project/program, and

- b. Strictly follow the specifications and timely provision of requirement based on the delivery schedule.


The deliverables of the City Government shall be as follows:

- a. On-time payment of the supplier/contract i.e., 15 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.


Prepared by:


ROLANDO D. LOPEZ
UMSD - Procurement Officer

Reviewed by:


Engr. ROMEL S. SALVADOR
Supervising Administrative Officer

APPROVED BY


Engr. MICHAEL N. QUIZON, JR
City General Services 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.