



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 Airconditioning Units to be installed at the ECCD Child Development Centers in the City of San Fernando, Pampanga**

Location of the Project : **City Social Welfare and Development Office**

Company Name

Address

Date : **Aug 29, 2023**

PR No. : **2023-08-01973**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Tuesday, September 5, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga.**

Canvassed by:

Approved by:

Francis Chester M. Flores


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	8	set(s)	Wall Mounted (2.0hp) Inverter Wall Mounted AC /REMOTE CONTROL / 230V / 1 PH / 60HZ			
2	8	set(s)	Weather proof Circuit Breaker			
3	8	lot	Labor and Materials			
4	2	set(s)	Wall Mounted (2.0hp) Inverter Wall Mounted AC /REMOTE CONTROL / 230V / 1 PH / 60HZ			
5	2	set(s)	Weather proof Circuit Breaker			
6	1	lot	Labor and Materials			
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, Delivery and Installation of Airconditioning Units to be installed at the ECCD Child Development Centers in the City of San Fernando, Pampanga

I. BACKGROUND

Pursuant to Section 2 of the Republic Act No. 10410, known as the Early Years Act (EYA) of 2013, the state shall institutionalize a National System for Early Childhood Care and Development (ECCD) that is comprehensive, integrative, and sustainable, that involves multi-sectoral and interagency collaboration at the national and local levels among government; among service providers, families and communities, and among the public and private sectors, non-government organizations, professional associations and academic institutions;

All young children must be nurtured in safe and caring environments that allow them to become healthy, alert and secure and be able to learn. The Local Government Unit recognize the and provided more evidence that good quality early childhood care and education, both in families and in more structure programs, have a positive impact on the survival, growth, development and learning potentials of children. ECCD Programs is focused on ensuring that children, especially the poor marginalized have access to high quality early education interventions, as these would be consequently leading the better development outcomes.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply, Delivery and Installation of Airconditioning Units to be installed at the ECCD Child Development Centers in the City of San Fernando, Pampanga is included in the PPMP with Ref. No. 2023-1987 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **NINE HUNDRED NINETY THOUSAND AND EIGHTEEN AND THIRTY CENTAVOS (P966,018.50)**

III. OBJECTIVES

The objectives of the Supply, Delivery and Installation of Airconditioning Units to be installed at the ECCD Child Development Centers in the City of San Fernando, Pampanga IS:

- To provide a necessary equipment and furniture for efficiency and effectiveness in learning and teaching

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
8	Set(s)	Wall Mounted (2.0hp) Inverter Wall Mounted AC /REMOTE CONTROL / 230V / 1 PH / 60HZ	July-December 2023	Central Storage, GSO, New Public Market, Del Pilar, City of San Fernando, Pampanga
8	Set(s)	Weather proof Circuit Breaker		
8	Lot	Labor and Materials		
2	Set(s)	Wall Mounted (2.0hp) Inverter Wall Mounted AC /REMOTE CONTROL / 230V / 1 PH / 60HZ		

2	Set(s)	Weather proof Circuit Breaker		
1	Lot	Labor and Materials		

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 on July-December 2023
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 End-user shall accept the delivery with the (1) delivery receipts, and submit immediately to the Inspector or CGSO-PSMD together with the (2) attendance sheet/s as part of the utilization where the quantity of the delivery is the same as the number of attendees and photo documentation of the delivery.

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

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 air-conditioning units 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 by:

Erica M. Macaspac

ERICA M. MACASPAC
Administrative Assistant II

CONFORME:

Signature over Printed Name

Date

Approved by:

Mary Ann C. Biliwang
MARY ANN C. BILIWANG
Acting CSWD Officer

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.