



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 Hardware Materials to be used for the improvement of Traffic and Public Order Management Facilities in the City of San Fernando, Pampanga**

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

Company Name

Date :

Sep 8, 2023

PR No. :

2023-07-01655

Address

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Friday, September 15, 2023 11:00 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	2	pc(s)	Claw Hammer Steel 16oz			
2	1	pc(s)	Wood Saw (24")			
3	1	pc(s)	Cutting Pliers (8")			
4	1	pc(s)	Long Nose Cutting Pliers (8")			
5	1	pc(s)	Vice Grip Pliers (11R)			
6	2	pc(s)	Pliers (9")			
7	2	pc(s)	Screwdriver (1/4 x 8)			
8	2	pc(s)	Flat screwdriver (1/4 x 8)			
9	500	pc(s)	Black screw 1"			
10	500	pc(s)	10mm screw 4"			
11	500	pc(s)	12mm screw 4"			
12	1	pc(s)	Grinder with handle			
13	1	pc(s)	Hand drill			
14	1	pc(s)	Hand drill (cordless)			
15	1	pc(s)	Bench Vise (12")			
16	30	pc(s)	Cutting disk (standard size)			
17	1	pc(s)	Bolt Cutter (Large) (30")			
18	3	bx(s)	Blind rivets			
19	1	pc(s)	Tin snip (12")			
20	40	pair(s)	Safety gloves (Black and Gray Color)			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
21	1	pc(s)	Adjustable Wrench (12")			
22	10	box(s)	Gun Tacker Nail 10mm			
23	50	kg(s)	G.I wire #16			
24	2	roll(s)	Plastic Straw Rope (50m)			
25	15	kg(s)	1" Common Nail			
26	15	kg(s)	2" Common Nail			
27	15	kg(s)	3" Common Nail			
28	7	pc(s)	2" x 20" G.I Pipe (S20)			
29	7	pc(s)	4" x 8" Plain Galvanized Iron Sheet (1.2)			
30	1	pc(s)	Gun Tacker T50			
31	7	pc(s)	Angular Bar 1/4" x 1" x 1" x 20			
32	7	pc(s)	Flat bar 1/4" x 1" x 20			
33	30	pc(s)	Solar light HD			
34	30	pc(s)	Solar Powered Road Stud (Cate eye)			
35	10	gal(s)	Rubberized Paint (Blue)			
36	10	gal(s)	Rubberized Paint (Yellow)			
37	10	gal(s)	Rubberized Paint (Red)			
38	20	gal(s)	Rubberized Paint (White)			
39	30	pc(s)	Spray paint (Blue)			
40	30	pc(s)	Spray paint (Red)			
41	30	pc(s)	Paint Brush 1"			
42	30	pc(s)	Paint Brush 2"			
43	30	pc(s)	Paint Brush 3"			
44	30	pc(s)	Paint Brush 4"			
45	20	pc(s)	Paint Roller 4"			
46	20	pc(s)	Paint Roller 7"			
47	20	pc(s)	Paint Roller 9"			
48	40	pc(s)	Paint Roller Trays			
49	4	gal(s)	Paint thinner			
Total Amount:						



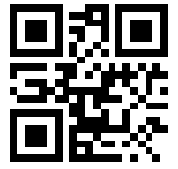
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Location of the Project : **City Public Order and Safety Coordinating Office**

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 Hardware Materials for improvement of Traffic and Public Order Management Facilities in City of San Fernando, Pampanga

I.BACKGROUND

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.

The City Public Order and Safety Coordinating Office is tasked to ensure that all programs of the City Government pertaining to public order and safety is fully implemented. Among our priority measures to accomplish this is by setting up mechanisms that will guarantee the progressive movement of traffic flow, safety of motorists, pedestrians and commuters.

In order to upgrade the City's public order and safety situation, the CPOSCO is proposing the procurement of Hardware materials and equipment to be used for the improvement of Traffic and Public Order Management Facilities such as Public Safety Signages, Loading and Unloading Zones, Repair of Road markings, among others.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply and delivery of Hardware Materials for improvement of Traffic and Public Order Management Facilities in City of San Fernando, Pampanga, is included in the PPMP with Ref. No. 2023-2801, which is in the amount of Three Hundred Fourteen Thousand Three Hundred Ten pesos and Twenty Centavos. (314,310.20).

III. OBJECTIVES

The objectives of the Supply and delivery of Hardware Materials for improvement of Traffic and Public Order Management Facilities in City of San Fernando, Pampanga, are as follows:

1. To ensure the continuous efficiency and active performance of the Department.

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
2	pc.	Claw Hammer Steel 16oz	20 days upon approval of P.O.	CGSO CSFP
1	pc.	Wood Saw (24")		
1	pc.	Cutting Pliers (8")		
1	pc.	Long Nose Cutting Pliers (8")		
1	pc.	Vice Grip Pliers (11R)		
2	pc.	Pliers (9")		
2	pc.	Screwdriver (1/4 x 8)		
2	pc.	Flat screwdriver (1/4 x 8)		
500	pc.	Black screw 1"		
500	pc.	10mm screw 4"		
500	pc.	12mm screw 4"		
1	pc.	Grinder with handle		
1	pc.	Hand drill		
1	pc.	Hand drill (cordless)		

1	pc.	Bench Vise (12")
30	pc.	Cutting disk (standard size)
1	pc.	Bolt Cutter (Large) (30")
3	Bxs.	Blind rivets
1	pc.	Tin snip (12")
40	pair	Safety gloves (Black and Gray Color)
1	pc.	Adjustable Wrench (12")
10	Bxs.	Gun Tacker Nail 10mm
50	Kgs.	G.I wire #16
2	rolls	Plastic Straw Rope (50m)
15	Kgs	1" Common Nail
15	Kgs	2" Common Nail
15	Kgs	3" Common Nail
7	pc.	2" x 20" G.I Pipe (S20)
7	pc.	4" x 8" Plain Galvanized Iron Sheet (1.2)
1	pc.	Gun Tacker T50
7	pc.	Angular Bar 1/4" x 1" x 1" x 20
7	pc.	Flat bar 1/4" x 1" x 20
30	pc.	Solar light HD
30	pc.	Solar Powered Road Stud (Cate eye)
10	Gals.	Rubberized Paint (Blue)
10	Gals.	Rubberized Paint (Yellow)
10	Gals.	Rubberized Paint (Red)
20	Gals.	Rubberized Paint (White)
30	pc	Spray paint (Blue)
30	pc	Spray paint (Red)
30	pc	Paint Brush 1"
30	pc	Paint Brush 2"
30	pc	Paint Brush 3"
30	pc	Paint Brush 4"
20	pc	Paint Roller 4"
20	pc	Paint Roller 7"
20	pc	Paint Roller 9"
40	pc	Paint Roller Trays
4	gals	Paint Thinner

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 Purchase Order.

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), NoDelivery” Policy and comply with the delivery period.

2. The Delivery Period shall be on 20 days upon approval of P.O.

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 CGSO- PSMD shall inspect and accept the delivery.

2. The supplier/contractor shall present the PO and issue Sales Invoice.

3. The CGSO- PSMD shall prepare the corresponding Inspection and Acceptance Report/s.

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 the 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 hardware 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/ 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 and submitted by:



LOUIE P. CLEMENTE
Department Head, CPOSCO

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.*