



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 Polo Shirts to be used by the City Disaster Risk Reduction and Management Council Members in the City of San Fernando, Pampanga**

Location of the Project : **City Mayor's Office - City Disaster Risk Reduction and Management Division**

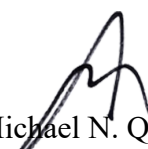
	Date :	Sep 8, 2023
Company Name	PR No. :	2023-09-02051
Address		

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Tuesday, September 12, 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	59	pc(s)	Style: Comfortable Cotton Polo Shirt Colors: Gray, Orange (with Black and Red) Logos: Embroidered (CSFP & CDRRMC Logo) Texts: Rubberized, digital print			
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 POLO SHIRT TO BE USED BY THE CITY DISASTER RISK REDUCTION AND MANAGEMENT COUNCIL MEMBERS IN THE CITY OF SAN FERNANDO, PAMPANGA.

I.BACKGROUND

RA 10121, mandates the creation of the City Disaster Risk Reduction and Management Council which is responsible for setting direction, development, implementation, and coordination of disaster risk management programs and plans in its jurisdiction. During an emergency, the council is mandated to convene. This aims to provide a strategic direction for planning, implementation, and recovery. Thus, the CDRRMD proposes the procurement of personal protective gear for council members for easy identification during a disaster.

II.BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply and Delivery of Polo Shirt to be used by the City Disaster Risk Reduction and Management Council Members in the City of San Fernando, Pampanga, is included in the PPMP, which is in the amount FIFTY NINE THOUSAND EIGHT HUNDRED EIGHTY FIVE PESOS (P 59,885.00).

III.OBJECTIVES

1. To identify the roles and functions of key officials during disaster.

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
59	pcs	Style: Comfortable Cotton Polo Shirt Colors: Gray, Orange (with Black and Red) Logos: Embroidered (CSFP & CDRRMC Logo) Texts: Rubberized, digital print	August- September 2023	Central Storage, New Public Market, Del Pilar, CSFP

- 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 from August-September 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 CGSO-PSMD shall inspect and accept the delivery
 2. The supplier/contractor shall present the PO and issue Sales Invoice
 3. The CGSO-PMD shall prepare the corresponding Inspection and Acceptance Report/s.

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 polo shirt 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:

Raymond B. Del Rosario
LDRRMO IV 

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.