



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 Plaques to be used for the Awarding for the 2023 Search for Model Barangays on Ecological Solid Waste Management of the City Environment and Natural Resources Office in the City of San Fernando, Pampanga**

Location of the Project : **City Environment and Natural Resources Office**

Company Name
Date : **Sep 15, 2023**
PR No. : **2023-09-02096**

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 22, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga**.

Canvassed by:

Approved by:

Rachelle M. Pangilinan


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	pc(s)	Plaques -10 inches - made of 1 layer 1/4 clear glass -resin base and plate			
2	35	pc(s)	Plaques -10 inches -made of 1 layer 1/4 clear glass -glass base			
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 Plaques to be used during the awarding for the 2023 Search for Model Barangays on Ecological Solid Waste Management of the City Environment and Natural Resources Office in the City of San Fernando, Pampanga

I. BACKGROUND

The City Government of San Fernando (P) through the City Environment and Natural Resources Office is committed to the full implementation of Republic Act 9003 or the Ecological Solid Waste Management Act of 2000. As solid waste management is decentralized to the barangays, the City Government has given them financial assistance for the construction of Materials Recovery Facilities (MRF's) as well as tribikes and pushcarts for segregated collection.

One of the best practices being implemented by the City Government in the implementation of RA 9003 is the annual Search for Model Barangays on Ecological Solid Waste Management. The program has been running since 2012 in partnership with Mother Earth Foundation. Model barangays and homeowners associations are recognized in an awarding ceremony as a fitting culmination to the quarterly household and barangay evaluation process. This year, the program will be aligned to the Barangay Environmental Compliance Audit (BECA) assessment being implemented by the Department of Interior and Local Government (DILG). With the City Assessment Committee (CAC), composed by the City Environment and Natural Resources Office (CENRO), City Information Office (CIO) and City DILG as the final evaluators. Barangays who will pass the criteria will be forwarded to the Province, Region and National with the highest rating. Awards received are proudly displayed in the barangay hall and the constituents feel a sense of pride for their contribution to the cleanliness of their barangays. The Search plays an integral part in the implementation of RA 9003 as the compliance of barangays is effectively measured. The City Government encourages all barangays to be models on solid waste management and not merely comply with the law. Due recognition is accorded to best barangays to serve as inspiration for the rest to emulate.

The program has 2 parts: 1) household field evaluation conducted by City Environment and Natural Resources Office (CENRO) and 2) BECA Assessment conducted by the CAC composed of secretariat from CENRO, and the heads of CENRO, CIO and City DILG. The barangays should have an operational Materials Recovery Facility (MRF), organized Barangay Solid Waste Management Committee (BSWMC), monitoring and enforcement, and implementation of ordinances.

II. BUDGETARY REQUIREMENT

The Approved Budget for the Supply and Delivery of Plaques to be used during the awarding for the 2023 Search for Model Barangays on Ecological Solid Waste Management of the City Environment and Natural Resources Office in the City of San Fernando, Pampanga is included in the PPMP with Ref. No. 2023-3307 in the amount **ONE HUNDRED ELEVEN THOUSAND FIVE HUNDRED PESOS ONLY (Php111,500.00)**.

III.OBJECTIVES

The objectives of the Supply and Delivery of Plaques to be used during the awarding for the 2023 Search for Model Barangays on Ecological Solid Waste Management of the City Environment and Natural Resources Office in the City of San Fernando, Pampanga are as follows:

1. To procure the services of a single provider who would deliver the other supplies and materials to be used for the duration of the activity;
2. To serve as motivation for the barangays to continue and strive more in the drive to be the Model Barangay on Ecological Solid Waste Management;
3. To provide incentives to the barangay that abide with the implementation of Ecological Solid Waste Management program.

IV.TERMS AND CONDITIONS

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

1. The supplier must coordinate with the end for the design of the plaques required for the activity.
2. Replacement of the items should be made by the supplier if found defective.

a. Specifications/ Schedule of Requirements

Qty	Unit	Item Description / Specifications	Delivery Date	Location
8	Pc(s)	Plaques -10 inches -made of 1 layer 1/4 clear glass -resin base and plate	November 2023	CGSO Central Storage, Brgy. Del Pilar, City of San Fernando, Pampanga
35	Pc(s)	Plaques -10 inches -made of 1 layer 1/4 clear glass -glass base	November 2023	CGSO Central Storage, Brgy. Del Pilar, City of San Fernando, Pampanga

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/ 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 that there are readily- available supplies upon submission of Request for Quotation (RFQ)/ 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 the delivery period.

2. The Delivery Period shall be on November 2023 at the City General Services Office, Central Storage, New Public Market, Brgy. Del Pilar, CSFP
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 of the items 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:

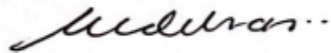
- a. Provide the quantity of plaques being required by the project/ program; and
- b. Strictly follow the specifications and timely provision of requirements based on the delivery schedule.

The deliverables of the City Government shall be as follows:

- a. On- time payment of the supplier/ contractor i.e., 15 days after delivery regardless if the delivery is per month or Ordering Agreement.

- 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:



MA. KATRINA C. DEL ROSARIO

Records Officer II/Procurement Officer

Approved by:



MARIA TERESA Q. DOBLE

Acting CENRO-I

Head/ End- user

CONFORME:
_____ Signature over Printed Name
_____ Date

Note: *The 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.*