



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 G.I Wire and Lumber Woods to be used for the Philippine National Flags and San Fernando Flags for 2nd Semester of 2023 in the City of San Fernando, Pampanga**

Location of the Project : **City Tourism and Investment Promotions Office - Tourism And Heritage Division**

Company Name \_\_\_\_\_ Date : **Sep 15, 2023**

PR No. : **2023-09-02101**

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, September 20, 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	100	kg(s)	GI Wire (size 16)			
2	300	pc(s)	Lumber woods 1in x 1in x 10ft			
<b>Total Amount:</b>						

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 Wire and Lumber to be used for the Philippine National Flags and San Fernando Flags on the 2<sup>nd</sup> Semester of 2023

#### I. BACKGROUND

The City Government of San Fernando, Pampanga, as mandated in The Flag and Heraldic Code of the Philippines, sets an example in displaying the Philippine National Flag on its buildings and offices. Throughout the year, the City Tourism Office provides Philippine Flags to the different departments and office in the City, including the Flag poles of government buildings and Barangay Halls within the city.

The City Government of San Fernando continues to provide flags and replace the torn or worn-out flags in the city.

#### II. BUDGETARY REQUIREMENT

Supply and Delivery of Wire and Lumber to be used for the Philippine National Flags and San Fernando Flags on the 2<sup>nd</sup> Semester of 2023 is included in PPMP with **Ref. No. 2023-2605**, which is in the amount of NINETY THOUSAND PESOS (P90,000.00).

#### III. OBJECTIVES

- To provide Philippines Flags in the city throughout the year;
- To monitor and replace worn-out flags; and
- To show respect and reverence to the Philippine National Flag.

#### 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
100	kgs	GI Wire (size 16)	September 2023	CGSO storage, New Public Market, Del Pilar CSFP
300	pcs	1in x 1in x 10ft lumber woods	September 2023	CGSO 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/ 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 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 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 of wire and lumber and to immediately notify the supplier/ contractor in case of any concerns before the acceptance.

**d. Inspection and Acceptance**

1. The CGSO-PMSD shall inspect and accept the delivery.
2. The supplier shall present the PO and issue Sales Invoice.
3. The CGSO-PMSD shall prepare the corresponding Inspection and Acceptance Reports.

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 wire and lumber being required by the project/ program;
- b. Strictly follow the specifications and timely provision of requirements based on the delivery schedule; and
- c. Assign a representative who will coordinate and comply with all the documentary requirements of the project.

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 and submitted by:

  
**Raymond Feliciano**  
Project Manager

Approved by:

  
**Ma. Lourdes Carmella Jade Pangilinan**  
City Tourism and Investment Promotions Officer

<b>CONFORME:</b>
_____ Signature over Printed Name

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.