



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 Materials and Equipment to be used for the Repair and Maintenance of the CCTV installed at the Public Markets, City of San Fernando, Pampanga**

Location of the Project : **City Administrator's Office - City Market Operations Division**


Company Name _____ Date : **Sep 15, 2023**
PR No. : **2023-09-02128**
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 19, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga.**

Canvassed by:

Approved by:

Jannelle D.A. Tungcab


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	10	unit(s)	EnSave 4 Port PoE Gigabit Network Swieth 220 V input voltage 12 Volts output voltage UTP cable capable up to 100m 5× 10/100/1000 Mbps RJ45 ports DSCP QoS enable smooth latency-sensitive traffic Supports PoE Power up to 30 W for each PoE port Supports PoE Power up to 40 W for all PoE ports*			
2	10	unit(s)	EnSave Fiber Optic Media Converter Single Mode. SC Port Connector 1000 MB Gigabit Optical Fiber Transceiver Gigabit Size: 95 * 70 * 26mm Single mode yarn Distance: about 20 kilometers Material: high quality metal shell			
3	1	lot	Consumables Mobilization			
4	1	lot	UTP Cable Testing			
5	1	lot	Devices Trouble Shooting and Testing			
6	1	lot	Fiber Optic Cable Testing			
7	1	lot	Manpower Labor Cost			
8	1	lot	Testing and Commissioning			
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 Materials and Equipment to be used for the Repair and Maintenance of the CCTV Installed at the Public Markets, 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.

In the City Government of San Fernando, Pampanga, the City Market Operations Division (CMOD), is mandated to carry out the following responsibilities;

- Responsible for the administration and supervision of the two (2) Public Markets including the duties, functions and assignments of all Market Personnel;
- Responsible for the implementation and administration of market rules and regulations;
- Responsible for the supervision and monitoring of market daily collections both in the Old and New Public Market (market fees, entrance fees, parking fees and rental of stalls;
- Responsible for monitoring orderliness and cleanliness in the market premises in the Old and New Public Market.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply, Delivery and Installation of Materials and Equipment for used in the Repair and Maintenance of the CCTV Installed at the Public Markets, City of San Fernando, Pampanga is included in the PPMP with Ref. No. 2023-1244 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of One Hundred Fifty Six Thousand Five Hundred Pesos Only (Php 156,500.00)

III.OBJECTIVES

The objectives of Supply, Delivery and Installation of Materials and Equipment for used in the Repair and Maintenance of the CCTV Installed at the Public Markets, City of San Fernando, Pampanga are as follows:

1. To endure that all CCTV's Installed in the public markets are functional and are serving their purpose.
2. To ensure public safety and order at the City Market Plaza at all times.
3. To deter criminals or anyone carrying out illegal activities.
4. To monitor market activities at the City Market Plaza on a 24-hour basis.

IV.TERMS AND CONDITIONS

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

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Supply, Delivery and Installation of Materials and Equipment to be used for the Repair and Maintenance of the CCTV Installed at the Public Markets, City of San Fernando, Pampanga

a. A Local Service Provider located within the City of San Fernando is preferred, to provide immediate 24/7 immediate technical assistance, when necessary, within the testing and warranty period.

b. Specifications/ Schedule of Requirements

Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
10	Units	EnSave 4 Port PoE Gigabit Network Switch 220 V input voltage 12 Volts output voltage UTP cable capable up to 100m 5x 10/100/1000 Mbps RJ45 ports DSCP QoS enable smooth latency-sensitive traffic Supports PoE Power up to 30 W for each PoE port Supports PoE Power up to 40 W for all PoE ports*	September 2023	CGSO Central Storage, City of San Fernando, Pampanga
10	Units	EnSave Fiber Optic Media Converter Single Mode. SC Port Connector 1000 MB Gigabit Optical Fiber Transceiver Gigabit Size: 95 * 70 * 26mm Single mode yarn Distance: about 20 kilometers Material: high quality metal shell		
1	Lot	Consumables Mobilization		
1	Lot	UTP Cable Testing		
1	Lot	Devices Trouble Shooting and Testing		
1	Lot	Fiber Optic Cable Testing		
1	Lot	Manpower Labor Cost		
1	Lot	Testing and Commissioning		

c. 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.

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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/ 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.
- d. 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.
- e. 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 items being required by the project/ program; and
- b. Strictly follow the specifications of requirements based on the item description and specification.
- c. The contractor/bidder must finish the installation in 30 days upon the issuance of Purchase Order (PO)/ Contracts.
- d. The contractor/bidder must submit both a soft and hard copy of the project's network diagram.

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Supply, Delivery and Installation of Materials and Equipment to be used for the Repair and Maintenance of the CCTV Installed at the Public Markets, City of San Fernando, Pampanga

- e. The contractor/bidder must train CICTO and CMOD personnel on how to troubleshoot and operate all active components delivered.
- f. The contractor/bidder must provide 18 months warranty on all active components and 24/7 technical assistance within the warranty period.
- g. The provider/bidder must have a service team which is dedicated to render 24/7 technical support to the proponent and can respond within 45 minutes upon the request during the ninety (90) days of commissioning and testing.

The deliverables of the City Government shall be as follows:

- a. On- time payment of the supplier/ contractor i.e., 15 days after delivery
- 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:


Susan B. De Leon
Acting Division Chief

Approved by:


Engr. Nelson G. Lingat
City Administrator

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



Republic of the Philippines
Province of Pampanga
City of San Fernando
CITY INFORMATION AND COMMUNICATIONS TECHNOLOGY



26 June 2023

MS. SUSAN B. DE LEON
Acting CMOD Chief
City Market Operations Division
City of San Fernando, Pampanga

Dear Ms. De Leon,

This is relative to your request letter for recommendation for ten (10) 4 Ports Gigabit Network Switch and ten (10) Fiber Optic Media Converter to be used by the City Market Operations Division for the New Public Market CCTV operation center at Baragay Del Pilar, City of San Fernando, Pampanga.

As per our assessment, this office recommends the following specifications for your request:

SPECIFICATIONS

UNIT PRICE

10 Units Gigabit PoE Switch

4,100.00 each

- EnSave 4 Port PoE Gigabit Network Swith
- 220 V input voltage
- 12 Volts output voltage
- UTP cable capable up to 100m
- 5× 10/100/1000 Mbps RJ45 ports
- DSCP QoS enable smooth latency-sensitive traffic
- Supports PoE Power up to 30 W for each PoE port
- Supports PoE Power up to 40 W for all PoE ports*

10 Units Fiber Optic Media Converter

5,100.00 each

- EnSave Fiber Optic Media Converter
- Single Mode SC Port Connector
- 1000 MB Gigabit Optical Fiber Transceiver
- Gigabit Size: 95 * 70 * 26mm
- Single mode yarn Distance: about 20 kilometers
- Material: high quality metal shell



cicto@cityofsanfernando.gov.ph



961-5468 & 649-8540 loc 132

Fernandino Ka, Kayabe Ka



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Please note, however, that since the subject unit form part of the operations of the City Market Operations Division, which has a separate budget source, said units shall not be included in the consolidated procurement of ICT equipment, and shall not be charged to the general fund for ICT equipment, but rather from the budget of the City Market Operations Division.

In as much as this office can only provide comments on the technical aspect of the matter—insofar as the technical specification are is concerned, this office defers to the legal, budgetary, procedural, procurement, and operational aspects of the same. This recommendation is rendered solely on the limited facts, circumstances, and documents disclosed to this office, and should considered relevant only to the matters raised therein. This recommendation shall not be considered and used in the nature as a standardize rule binding upon this office in other cases. Should there be and variation in the material facts of the subject matter, or, if update further inquiry and evaluation it will be disclosed that the facts relied upon an different, the recommendation shall be rendered void.

May you find this recommendation appropriate to your needs. We trust the foregoing is in order. Should you have questions, please do not hesitate to contact our office. Thank you!

Respectfully,


JAMES FRANCIS S. VILLANUEVA
ICT Officer



cicto@cityofsanfernando.gov.ph



961-5468 & 649-8540 loc 132

Fernandino Ka, Kayabe Ka!