



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 Singlet/Fun Run T-Shirt to be used for the 7th Takbo Kawaning Fernandino (2nd Kayabe Ka, Fun Run) in the City of San Fernando, Pampanga**

Location of the Project : **City Human Resource Management Office**

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

Date : **Sep 25, 2023**

PR No. : **2023-09-02205**

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 29, 2023 8:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga**.

Canvassed by:

Approved by:

Camille C. Mendiola

  
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	200	pc(s)	Singlet / Fun Run T-shirt -- Colors : Black, Red and White -- with Printed "Fernandino Ka, Kayabe Ka" -- with CSFP Logo and CSF Landmarks Art Work --with Theme "MULAYI KAYABE RING KAWANING FERNANDINO" -- Dri-fit sublimated fabric			
<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 SINGLET/FUN RUN T-SHIRT TO BE USED FOR THE 7TH TAKBO KAWANING FERNANDINO (2ND KAYABE KA, FUN RUN) IN THE CITY OF SAN FERNANDO, PAMPANGA

#### I. BACKGROUND

Pursuant to Presidential Proclamation No. 1050 series of 1997, the month of September was declared as the Civil Service Month, making it one of the most important months in the field of civil service. Last year, the Civil Service Commission, being the spearhead agency, introduced the 10-year overarching theme: “*Transforming Public Service in the Next Decade: Honing Agile and Future-Ready Servant-Heroes*” giving prime focus on the collective experience of the government workforce in the new normal and pushing for digital transformation and innovations to uphold public service excellence and continuity. This year, to celebrate the 123<sup>rd</sup> Philippine Civil Service Anniversary, the thematic focus is on *resilience*, one of the primary building blocks in establishing a smart organization and a future-ready civil service. Resilience was shown by the civil servants during the pandemic crisis in its readiness to accept challenges and ability to give continued assistance to the public.

In order to ensure sustainability and continuity of the projects and programs, the workforce themselves must be resilient, paying attention to their own capacity to serve mentally and physically. Therefore, it is only necessary that the agency pay close attention to the wellness of its workforce either physiologically or mentally to be fully equipped to face the challenges entailed in the performance of their respective mandates. Thus, the CHRMO, together with the members of Civil Service Month Kayabe-Run Committee shall organize a fun run titled “Mulayi Kayabe Ring Talasuyung Fernandino” on September 29, 2023. All employees who will sign up for the event shall be given an opportunity to run with one of their family member dubbed “Kayabe”. This is to promote both familial bond and regular exercises among our workforce. The fun run t-shirt being procured are part of the logistical requirements needed to conduct a festive and meaningful fun run and celebration of the Civil Service Month.

#### II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply and Delivery of Singlet/Fun Run T-Shirt to be used for the 7th Takbo Kawaning Fernandino (2nd Kayabe Ka, Fun Run) in the City of San Fernando, Pampanga shall be charged to the City Human Resource Management Office’s SPA Fund Health and Wellness Program and is included in the PPMP with Code 2023-3522 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of Eighty Thousand Pesos Only (P 80,000).

#### III. OBJECTIVE

The Supply and Delivery of singlet/fun run t-shirt shall be used during the fun run.

#### IV. TERMS AND CONDITIONS

During the procurement process and delivery/ implementation of the contract, the end- user and the supplier/ contractor shall follow the product design and specification below:



#### 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.
- a. 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 29, 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 the items and to immediately notify the supplier/ contractor in case of any concerns before the acceptance.

b. 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 quality of fun run t-shirt required by the project/ program; and
- b. Strictly follow the design and 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.

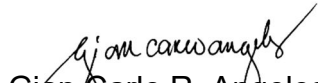
- e. Evaluate the performance of the supplier/ contractor and in case there is a violation to the Contract/ Agreement, prepare a Verified Report.

Prepared and submitted by:



Laurence Andrade  
Procurement Officer- CHRMO

Approved by:



Gian Carlo R. Angeles  
Acting CHRM Officer

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.