



Republic of the Philippines

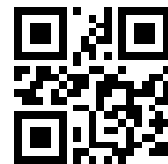
Province of Pampanga

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 Uniforms to be used by the Garbage Collection Unit, Central Materials Recovery Facility and City Composting Center personnel of the City Environment and Natural Resources Office for 2nd Semester of 2023 in the City of San Fernando, Pampanga**

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

	Date :	Oct 3, 2023
Company Name	PR No. :	2023-09-02268
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, October 10, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga.**

Canvassed by:

Approved by:

Mikkole R. Tuaño



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	150	set(s)	LONG-SLEEVE SHIRT AND JOGGING PANTS LONG-SLEEVE SHIRT -emerald green color with black portion with white lining, -CSFP logo in front -CENRO label at the back JOGGING PANTS -emerald green color with black portion with white lining			
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 Uniforms to be used by the Garbage Collection Unit, Central Materials Recovery Facility and City Composting Center personnel of the City Environment and Natural Resources Office for 2nd Semester of 2023 in the City of San Fernando, Pampanga

BACKGROUND

The City Environment and Natural Resources Office has personnel, whose main function involves field work (Garbage Collection Unit, Central Materials Recovery Facility, City Composting Center, Inspection of Business Establishments, Barangay Monitoring /CENRO Enforcement and Manila Bay Inventory). Most of them are on a Job Order status and cannot accommodate the prescribed uniform by the City. During inspection, monitoring and inventory for households, barangays and business establishments, these personnel need to present themselves formally with proper identification to boost their morale, as well as exhibit professionalism, show of solidarity, occupational health and safety, and immediate recognition to prevent arguments on their authority that may arise during the performance of their duties. Moreover, having a standard clothing will require our workforce to not only to wear the prescribed uniform but also to follow the discipline attached in wearing the uniform as we personnel represent the officials and the office of the City government.

Field personnel need also to be provided with Personnel Protective Equipment (PPE) to ensure safety during operations. Most of the personnel provide physical labor, especially those that handle garbage, from collection, further sorting, processing and disposal. Protection from excessive heat and rain during travel and inspection.

I. BUDGETARY REQUIREMENT

The Approved Budget for the Supply and Delivery of Uniforms to be used by the Garbage Collection Unit, Central Materials Recovery Facility and City Composting Center personnel of the City Environment and Natural Resources Office for 2nd Semester of 2023 in the City of San Fernando, Pampanga is included in the PPMP with Ref. No. 2023-3625 in the amount of **THREE HUNDRED FORTY-FIVE PESOS ONLY (Php 345,000.00)**.

III.OBJECTIVES

The objectives for the Supply and Delivery of Uniforms to be used by the Garbage Collection Unit, Central Materials Recovery Facility and City Composting Center personnel of the City Environment and Natural Resources Office for 2nd Semester of 2023 in the City of San Fernando, Pampanga are as follows:

- a. Depict sense of pride and professionalism
- b. For occupational health and safety
- c. To minimize and mitigate risks and health hazards

- d. Prevent risks of injury or illness

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 user to ensure the quality and conformity of the goods to the need of the end user as required and specified.
- 2. The supplier must coordinate with the end user for the sizes and designs of the uniforms.

a. Specifications/ Schedule of Requirements

Qty	Unit	Item Description / Specifications	Delivery Date	Location
150	Set(s)	<p>LONG-SLEEVE SHIRT AND JOGGING PANTS</p> <p>LONG-SLEEVE SHIRT - emerald green color with black portion with white lining, -CSFP logo in front -CENRO label at the back</p> <p>JOGGING PANTS - emerald green color with black portion with white lining</p>	2023	City General Services Office, Central Storage, New Public Market, Brgy. 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 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.
 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

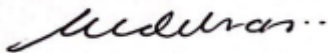
The deliverables of the supplier/ contractor shall be as follows:

- a. Provide the quantity of long-sleeve shirts and jogging pants, jackets and polo shirts being required by the project/program; and
- b. Strictly follow the specifications and timely provision of requirements based on the delivery schedule.
- c. The supplier must coordinate with the end-user for the size, fabric, design, color of the of long-sleeve shirts and jogging pants, jackets and polo shirts being required by the project/program.
- d. The supplier must assure the quality of the long-sleeve shirts and jogging pants, jackets and polo shirts being required by the project/program.

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.*