



Republic of the Philippines

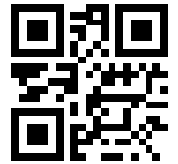
Province of Pampanga

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 : **Contract of Service for the National Telecommunications Communication (NTC) Licensing to be used at the Command and Control Center, City of San Fernando, Pampanga**

Location of the Project : **City Mayor's Office - City Disaster Risk Reduction and Management Division**

Company Name

Address

Date : **Oct 3, 2023**

PR No. : **2023-09-02277**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Monday, October 9, 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	5	lot	NTC Repeater Frequency Licensing Repeater (Filing Fee/Reg Fee/PTP/CPF/RSL Inspection Fee/DST/Admin fee Network Diagram Plan PECE Radio Operator Certificate AVR Filing Charges Licensing of Portable Radios (Network) Mobile Base (Network)			
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

CONTRACT OF SERVICE FOR THE NATIONAL TELECOMMUNICATIONS COMMUNICATION LICENSING TO BE USED AT THE COMMAND AND CONTROL CENTER, CITY OF SAN FERNANDO, PAMPANGA

I.BACKGROUND

The command and control center, also known as a situation room, centralizes the monitoring, control, and command of an organization's overall operations.

A key aspect of these centers is linking vital systems and communications – not just to gather information, but also to allow for seamless and mass distribution of critical instructions, notifications, and alerts.

With the creation of the CSFP Command and Control Center, the City Government has acted upon the public safety requirement of its constituents by adopting an integrated surveillance and emergency response center to respond to crime, accidents and emergency cases that the city experiences daily.

One of the key aspects of the Command-and-Control Center is Radio communication. A radio communication is a set of equipment necessary to carry on communication via radio waves. Generally, it is a receiver or transmitter or transceiver, an antenna, and some smaller additional equipment necessary to operate them. They play a vital role in communication technology as they are heavily relied on to transfer data and information across the world.

II.BUDGETARY REQUIREMENT

The Budgetary Requirement for the Contract of Service for the National Telecommunications Communication Licensing to be used at the Command and Control Center, City of San Fernando, Pampanga, is included in the PPMP, which is in the amount of FOUR HUNDRED NINETY THREE THOUSAND SIX HUNDRED EIGHTY FOUR AND EIGHTY CENTS (P 493,684.80).

III.OBJECTIVES

The objectives of the supply, delivery and installation CCTV equipment in command-and-control center for city disaster risk reduction and management division in the city of san fernando, Pampanga subject to Ordering Agreement are as follows:

- To comply with **REPUBLIC ACT No. 3846-** AN ACT PROVIDING FOR THE REGULATION OF RADIO STATIONS AND RADIO COMMUNICATIONS IN THE PHILIPPINE ISLANDS, AND FOR OTHER PURPOSES

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

DESCRIPTION	Unit	QTY	Delivered Weeks/ Months
NTC REPEATER FREQUENCY LICENSING	5	LOT	45 days
Repeater (Filing Fee/Reg Fee/PTP/CPF/RSL (Inspection Fee/DST/Admin Fee)		1 Freq	
Network Diagram Plan			
PECE			
Radio Operator Certificate			
AVR Filing Charges			
Licensing of Portable Radios (NETWORK)		25	
Mobile Base / (NETWORK)		3	

Warranty

- a. Submission of Warranty Certificate which is one (1) year on labor.
- 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 to supply the requirements upon issuance of PO/Contracts. During the post-qualification, the BAC shall conduct inspection if the Lowest Calculated Responsive Bidder (LCRB) has satisfactorily complied with the specifications and other conditions of the project, and shall serve as basis to proceed with the Notice of Award (NOA)
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)/ Delivery Order Contract (DOC), No Delivery” Policy and comply with the delivery period.
2. The Delivery Period shall be from 45 days from the receipt of P.O.
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 and to immediately notify the supplier/ contractor in case of any concerns before the acceptance.

d. Inspection and Acceptance

1. The CGSO- PSMD shall conduct inspection as to the specification including accessories and condition of the vehicle prior to the acceptance.

2. 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. Strictly follow the specifications and timely provision of requirements based on the delivery schedule.
- b. The Contractor shall carry out the Works properly and in accordance with this Contract. The Contractor shall provide all supervision, labor, Materials, Contractor's Equipment, which may be required. All Materials and Facilities on Site shall be deemed to be the property of the Procuring Entity.
- c. The Contractor shall commence execution of the Works on the Start Date and shall carry out the Works in accordance with the Program of Work submitted by the Contractor, as updated with the approval of the Procuring Entity's Representative, and complete them by the Intended Completion Date.
- d. The Contractor shall be responsible for the safety of all activities on the Site.
- e. The Contractor shall carry out all instructions of the Procuring Entity's Representative that comply with the applicable laws where the Site is located.
- f. During Contract implementation, the Contractor shall abide at all times by all labor laws, including child labor related enactments, and other relevant rules.
- g. The Contractor shall submit to the Procuring Entity for consent the name and particulars of the person authorized to receive instructions on behalf of the Contractor.
- h. The Contractor shall cooperate and share the Site with other contractors, public authorities, utilities, and the Procuring Entity between the dates given in the schedule of other contractors particularly when they shall require access to the Site. The Contractor shall also provide facilities and services for them during this period. The Procuring Entity may modify the schedule of other contractors, and shall notify the Contractor of any such modification thereto.
- i. Should anything of historical or other interest or of significant value be unexpectedly discovered on the Site, it shall be the property of the Procuring Entity. The Contractor shall notify the Procuring Entity's Representative of such discoveries and carry out the Procuring Entity's Representative's instructions in dealing with them.

The deliverables of the City Government shall be as follows:

- a. The Procuring Entity shall, if requested by the Contractor, assist him in applying for permits, licenses or approvals, which are required for the Works.
- b. On- time payment of the supplier/ contractor i.e., 15 days after the delivery
- c. End- user shall monitor the delivery of requirements.
- d. The Procurement Officer shall assist in the monitoring, delivery and on- time payment of the supplier.
- e. Provide necessary and readily- available documents such as during the conduct of post- audit.
- f. 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 B. Del Rosario
 CDRRM Officer

CONFORME:
<hr style="border: 0; border-top: 1px solid black;"/> 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.*