



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 Uniform Apparels to be used at the City Mayor's Office in the City of San Fernando, Pampanga**
Location of the Project : **City Mayor's Office**

Company Name _____ Date : **Oct 9, 2023**
PR No. : **2023-10-02295**
Address _____

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 16, 2023 10:00 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	38	pc(s)	Polo Shirt Buttons Knitted Collar sublimation Specifications: SML, MED, LARGE, XLARGE Color: White and Red With CSFP Logo and CMO (front) Printed with Fernandino ka, Kayabe ka (back)			
2	38	pc(s)	Black Micro Fiver jacket sublimation Specifications: SML, MED, LARGE, XLARGE Color: Black With CSFP logo (front) Printed with CMO (back)			
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

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Background:

A uniform is essential to be aesthetically pleasing and presentable due to the fact that it represents the people who work in the Local Government of the City, the office they are assigned to, and to be identified as public servants that cater to the public needs of our fellow Fernandinos. It is important to consider and take good care of the image being portrayed by the employees with the aid of proper grooming and clothing. The uniform apparel will be used for the employees of the Administrative Support Staff and the Executive Support Staff of the City Mayor's Office, which provides distinction and presentable employees that represent the City Mayor when dealing with clients, other employees, and other individuals. Improving the physical appearance of the staff by providing uniform apparel may visualize and showcase professionalism, formality, and a positive image that will be beneficial in portraying the office and the local government of the city as well.

Objective/s

- To provide uniform apparel for the employees of the City Mayor's Office that considers and takes good care of the image being portrayed by the employees of the aforementioned office through the aid of proper grooming and well-presented clothing.
- To showcase distinction and presentable employees who represent the City Mayor and cater to and deal with clients, other employees, and other individuals.
- To enhance and maintain a positive, well-rounded image of the office and its employees when providing public service for the Fernandinos.

Budgetary Requirements:

The Approved Budget for the Supply and Delivery of Meals to be served during the **Supply and Delivery of Uniform Apparels to be Used at the City Mayor's Office in the City of San Fernando, Pampanga** is included in the PPMP with Reference Number 2023-3493 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of PHP56,240.00 amount in figure or Fifty Six Thousand Two Hundred Fourty Pesos amount in words.

Minimum Requirement for the Supplier

1. The Supplier must ensure the specifications and schedule of requirements indicated in the Purchase Order.
 - A. The Supplier must ensure the following details:

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Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	pc(s)	Polo Shirt Buttons Knitted Collar sublimation-printed uniform	38	510.00	19,380.00
2	pc(s)	Black Micro Fiver jacket sublimation-printed uniform	38	970.00	36,860.00
TOTAL: P56,240.00					

2. The concerned office thru the Designated Procurement Officer will inform the supplier for the whole details of the delivery at least 1 – 2 days before the event to provide the order as per approved Delivery Order Contract and Order List.
3. The supplier must be open for any changes and cancellation of orders for the unforeseen circumstances.
4. The supplier must be compliant with the IATF Health and Safety Protocols.
5. The Supplier must follow the procurement, delivery and inspection procedure set by the City Government of San Fernando, Pampanga for procured good and services.

Deliverables by the Supplier and City Government

The deliverables of the supplier shall be as follows:

- a. Provide the quantity of the supplies being required by the project/ program; and
- b. Strictly follow the 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 i.e., 15 days after delivery regardless if the delivery is per month or Ordering Agreement.
- b. End- user shall monitor the delivery and completeness of requirements and documents to avoid delays.
- 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.

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- 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:


Walter C. Navarro
Procurement Officer

Noted by:

Conforme:


REYMUNDO M. HIPOLITO JR.
Administrative Officer IV

Signature Above 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.