



REQUEST FOR QUOTATION

(FM-CSFP-CGSO-39; Revision No.03; 04/01/2022)



Project Title : **Supply and Delivery of Fire Extinguisher to be used at the National Child Development Centers for 2023 in the City of San Fernando, Pampanga**
Location of the Project : **City Social Welfare and Development Office**

Company Name Date : **Oct 23, 2023**

PR No. : **2023-10-02366**

Address

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Friday, October 27, 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	27	pc(s)	Fire Extinguisher Class: ABC Capacity: 10 lb Operating Pressure: 195 psi Discharge Time: 19-21 sec Max Range: 20' (6 m) Height: 19-1/2" (49.5cm) Diameter: 5' (12.7 cm) Type: Dry Chemical Composition: Monoammonium Phosphate 55%-65% Ammonium Sulfate 30%-40% Mica 5% Amorphous Silica 5% Dye 5% BFP Approved			
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



REQUEST FOR QUOTATION

(FM-CSFP-CGSO-39; Revision No.03; 04/01/2022)



Project Title : **Supply and Delivery of Office Table and Chair to be used at the Task Force Anti-Mendicancy for 2023 in the City of San Fernando, Pampanga**

Location of the Project : **City Social Welfare and Development Office**

Company Name _____ Date : **Oct 23, 2023**

PR No. : **2023-10-02501**

Address _____

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Friday, October 27, 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	3	set(s)	Freestanding Table Set Dimension: 100W x 70D x 74H cm Color: Light Gray, Yellow Top With Center Drawer With Movable Mobile Pedestal			
2	3	pc(s)	Office Chair with Armrest Thick Cushion and Grey Fabric 360 degrees swivel function 280mm nylon base and casters Pneumatic Height Adjustment and Tilt Mechanism Ergonomic and dynamic for comfort and durability 360 swivel Nylon legs			
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 OFFICE TABLE AND CHAIR TO BE USED AT THE TASK FORCE ANTI-MENDICANCY FOR 2023 IN THE CITY OF SAN FERNANDO, PAMPANGA SUBJECT TO ORDERING AGREEMENT

I.BACKGROUND

Presidential Decree No. 1563, otherwise known as the Anti-Mendicancy law of 1978, was enacted with the purpose of (1) preventing the commission of mendicancy; (2) preventing the exploitation of infants and children through mendicancy and providing habilitative services for those already exploited or in immediate danger of exploitation; and (3) promote the rehabilitation of minors found begging and mendicants by providing an integrated developmental package of preventive, habilitative interceptive, remedial, and/or rehabilitative services.

The Local Government of the City of San Fernando, Pampanga became one of the active members of the Regional Task Force for Anti-Mendicancy in Region 3. Its continuous effort to organize programs and social services enables the program to be the leading city to enact on the campaign on eradicating the proliferation of mendicants. Thus, consistency in the implementation of the program is highly anticipated.

II.BUDGETARY REQUIREMENT

The budgetary requirement for the Supply and Delivery of Office Table and Chair to be used at the Task Force Anti-Mendicancy for 2023 in the City of San Fernando, Pampanga Subject to Ordering Agreement is included in the PPMP with Ref. No. 2023-1726 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of SIXTY-NINETHOUSAND PESOS (P 69,000.00).

III.OBJECTIVES

The objective of the program is to institutionalize and strengthen the Anti-Mendicancy Ordinance of the city. The activation of a Barangay Anti-Mendicancy Task Force is also one of the key priorities for the year and social marketing campaign strategies be conducted in schools and business establishments.

Specific objectives:

- a. To alleviate the socio-economic status of mendicants in the City through various programs and services such as livelihood projects funded by the city.
- b. To establish networks with various government agencies and private organizations to address mendicancy in the city and possible partners for the implementation of social services for the rescued mendicants and street children.
- c. To involve the rescued mendicants with activities that would be able to enhance their skills, capabilities, and potentials and motivate them to go back to school and gradually involve the parents to monitor the behavior of their children and,
- d. To provide information and knowledge to the parents of rescued mendicants regarding their parenting capability and improve their relationship with their children.

IV.TERMS AND CONDITIONS

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

a. Specifications/ Schedule of Requirements

Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
1	set(s)	Freestanding Table Set Dimension: 100W x 70D x 74H cm Color: Light Gray, Yellow Top With Center Drawer With Movable Mobile Pedestal	November - December 2023	Central Storage, CGSO
2	pc(s)	Office Chair with Armrest Thick Cushion and Gray Fabric 360 degrees swivel function 280mm nylon base and casters Pneumatic Height Adjustment and Tilt Mechanism Ergonomic and Dynamic for comfort and durability 360 swivel Nylon legs	November - December 2023	Central Storage, CGSO

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 transaction 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 of the requirements upon issuance of DOC.
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 November 2023, and the contract shall end by the end of December 2023. By the end of the contract, the end-user can no longer prepare Order List and no DOC will be issued for the purpose.

3. During the delivery, strictly follow the provisions enumerated in the Terms and Conditions of the PO/ Contract including the Delivery Schedule, and 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.

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

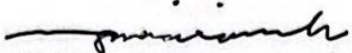
The deliverables of the supplier/ contractor shall be as follows:

- a. Provide the quantity of the Office Table and Chair being required by the project/ program; and
- b. Strictly follow the specifications and timely provision of requirements based on the delivery schedule.

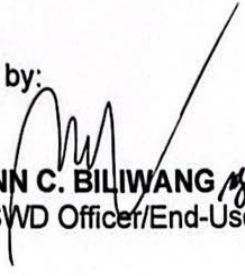
The deliverables of the City Government shall be as follows:

- a. On-time payment of the supplier/ contractor i.e., 15 days after the delivery.
- b. End-user shall monitor the delivery.
- c. The Procurement Officer shall assist in the monitoring and on-time payment of the supplier/ contractor.
- 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:


CLAIRE C. ESMERIA, RSW
Administrative Aide

Approved by:


MARY ANN C. BILIWANG
Acting CSWD Officer/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.