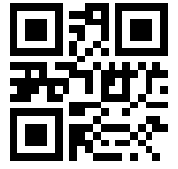




REQUEST FOR QUOTATION

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



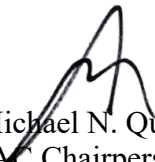
Project Title : **Supply and Delivery of Cellular Phones to be used for the Inventory of Households, Industrial and Commercial Establishments of the City Environment and Natural Resources Office in the City of San Fernando, Pampanga**

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

Company Name	Date : Nov 7, 2023
Address	PR No. : 2023-10-02630

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Monday, November 13, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga**.

Canvassed by: **Mikkole R. Tuaño**

Approved by: 
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	12	unit(s)	Cellular Phone Processor: 2.6 GHz, 2GHz Battery Capacity (mAh, Typical) 5000 Front Camera - Resolution 13.0 MP Max Refresh Rate (Main Display) 120Hz Rear Camera - Resolution (Multiple) 48.0 MP + 8.0 MP + 5.0 MP Resolution (Main Display) 1080 x 2340 (FHD+) Storage 256GB			
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 Cellular Phones to be used during the Inventory of Households, Industrial and Commercial Establishments of the City Environment and Natural Resources Office in the City of San Fernando, Pampanga

I. BACKGROUND

The City Government of San Fernando (P) is one with the National Government in its commitment to ensure that the City shall institute programs and activities to improve its implementation and enforcement of national and local laws. The conduct of an environmental summit for the City Government's pollution control officers, inspectors and enforcers is one way of disseminating the pertinent provisions of environmental laws to ensure the compliance of the constituency.

In view of the Supreme Court En Banc Decision & Resolution directing all concerned government agencies to undertake efforts relative to the Manila Bay Clean Up, Rehabilitation & Preservation Project, the City Environment and Natural Resources Office spearheads the continuous monitoring, inventory & inspection of all households, commercial establishments, and factories on their compliance to the use of sanitary toilet facilities, septic tanks and wastewater facilities.

To effectively conduct the activity, systematic documentation is necessary. Geo-tagging is being implemented to easily track households when re-inspection is necessary. Hence, mobile phones with geo-tagging application are necessary to capture data.

II. BUDGETARY REQUIREMENT

The Approved Budget for the Supply and Delivery of Cellular Phones to be used during the Inventory of Households, Industrial and Commercial Establishments of the City Environment and Natural Resources Office in the City of San Fernando, Pampanga is included in the PPMP with Ref. No. 2023-3889 which is in the amount of **THREE HUNDRED EIGHTY THOUSAND PESOS ONLY (P 380,000.00)**.

III. OBJECTIVES

The objectives of the Supply and Delivery of Cellular Phones to be used during the Inventory of Households, Industrial and Commercial Establishments of the City Environment and Natural Resources Office in the City of San Fernando, Pampanga, are as follows:

- To improve the environmental management of the City through continuous learning of the Pollution Control Officers, inspectors and enforcers; and
- To facilitate the documentation of the Manila Bay Clean-up, Rehabilitation & Preservation Project through the use of geotagging application in determining the compliance of

households, commercial establishments, and factories, and the status of their septic tanks and wastewater facilities

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

Qty	Unit	Item Description / Specifications	Delivery Date	Location
12	Unit(s)	<p>Cellular Phones</p> <p>Processor: 2.6 GHz, 2GHz Battery</p> <p>Capacity (mAh, Typical) 5000</p> <p>Front Camera - Resolution 13.0 MP</p> <p>Max Refresh Rate (Main Display) 120Hz</p> <p>Rear Camera - Resolution (Multiple) 48.0 MP + 8.0 MP + 5.0 MP</p> <p>Resolution (Main Display) 1080 x 2340 (FHD+)</p> <p>Storage 256GB</p>	December 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 December 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 Cellular Phones being required by the project/program; and

b. Strictly follow the specifications and timely provision of requirements based on the delivery schedule.

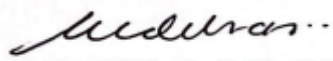
The deliverables of the City Government shall be as follows:

a. On- time payment of the supplier/ contractor i.e., 15 days after 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.*

