



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 Hardware Materials to be used for the improvement of the City Market Plaza and PNP Barracks in the City of San Fernando, Pampanga**

Location of the Project : **City Administrator's Office - City Market Operations Division**

Company Name
Date : **Nov 16, 2023**
PR No. : **2023-08-01935**

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, November 21, 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	30	pc(s)	Plyboard 3/4			
2	50	pc(s)	1/2 x 1 x 3/4			
3	20	pc(s)	2 x 2 x 12			
4	4	pair(s)	Door Hinges			
5	1	pc(s)	Door Jamb			
6	1	pc(s)	Door 210 x 90			
7	45	pc(s)	Plywood 1/4 Marine			
8	75	pc(s)	2 x 3 x 12			
9	2	kg(s)	Concrete Nail 3"			
10	2	kg(s)	Common Nail 2"			
11	2	kg(s)	Common Nail 1"			
12	2	kg(s)	Common Nail 3"			
13	6	gal(s)	Flat Wall Enamel			
14	5	gal(s)	QDE White			
15	1	gal(s)	Flat Latex			
16	1	gal(s)	Semi Gloss Latex White			
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

Project Title : Supply, and Delivery of Hardware Materials to be used for the Improvement of City Market Plaza and PNP Barrack

Project Location: City of San Fernando, Pampanga

Background: As written in Section 15-General Welfare- of Republic Act (RA) 7160 known as the Local Government Code of 1991 – “Within their respective territorial jurisdictions, local government units shall ensure and support, among other things, the preservation and enrichment of culture, promote health and safety, enhance the right of the people to a balanced ecology, encourage and support the development of appropriate and self-reliant scientific and technological capabilities, improve public morals, enhance economic prosperity and social justice, promote full employment among their residents, maintain peace and order, and preserve the comfort and convenience of their inhabitants”.

Further, pursuant to Section 2 of Republic Act 6713, known as the Code of Conduct and Ethical Standards for Public Officials and Employees, “Public officials and employees shall at all times be accountable to the people and shall discharge their duties with utmost responsibility, integrity, competence, and loyalty, act with patriotism and justice, lead modest lives, and uphold public interest over personal interest”.

The Construction and Maintenance Division of the City Engineer's Office is responsible for implementation, administration of construction, repair and maintenance of roads, bridge, drainage system, public building and other structures/facilities of public usage within the city.

Objective/s: The main goal of the project is to perform the Division mandate and/or function for the effective and efficient provision of engineering interventions and services to city projects.

Approved Budget : One Hundred Fifty Thousand Nine Hundred Four Pesos (Php. 150,904.00)

Minimum Requirement for the Supplier

1. The Supplier must ensure below requirements as indicated in the Bill of Materials are being followed:

DESCRIPTION	QUANTITY	UNIT	UNIT COST	AMOUNT
PLYBOARD	30	pcs	1,625.00	48,750.00
1/2X1X12	50	pcs	122.20	6,110.00
2X2X12	20	pcs	364.00	7,280.00
DOOR HINGES	4	pain	325.00	1,300.00
DOOR JAMB	1	pc	2,730.00	2,730.00
DOOR 210X90	1	pc	3,250.00	3,250.00

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Project Location: **City of San Fernando, Pampanga**

PLYWOOD 1/4 MARINE	45	pcs	650.00	29,250.00
2X3X12	75	pcs	546.00	40,950.00
CONCRETE NAIL 3"	2	kls	130.00	260.00
COMMON NAIL 2"	2	kls	130.00	260.00
COMMON NAIL 1"	2	kls	130.00	260.00
COMMON NAIL 3"	2	kls	130.00	260.00
FLAT WALL ENAMEL	6	gal	780.00	4,680.00
QDE WHITE	5	gal	806.00	4,030.00
FLAT LATEX	1	gal	754.00	754.00
SEMI GLOSS LATEX WHITE	1	gal	780.00	780.00
TOTAL COST				150,904.00

2. The supplier must be compliant with the IATF Health and Safety Protocols.
3. 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 mentioned materials 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.
- e. Evaluate the performance of the supplier/ contractor and in case there is a violation to the Contract/ Agreement, prepare a Verified Report.

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Project Location: **City of San Fernando, Pampanga**

Prepared by:


AIMERIE G. SAMPANG
Procurement Officer

Noted by:

Conforme:


Engr. ANELE C. DAVID
City Engineer

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.