



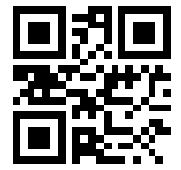
Republic of the Philippines
Province of Pampanga

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, Delivery and Installation of Air-conditioning Units to be installed at the Philippine National Police in the City of San Fernando, Pampanga**

Location of the Project : **City Mayor's Office**

	Date :	Nov 13, 2023
Company Name	PR No. :	2023-11-02701
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, November 17, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga**.

Canvassed by:

Approved by:

Ana Liza C. Zablan
Administrative Assistant III (Buyer III)


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	2	pc(s)	Floor Mounted (4.0HP) / Standard Floor Mounted AC / REMOTE CONTROL / 230V / 1PH / 60HZ			
2	2	pc(s)	Weather proof Circuit Breaker			
3	1	lot	Labor and Materials			
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, Delivery and Installation of Air-conditioning Units to be installed at the Philippine National Police in the City of San Fernando, Pampanga**

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

Background:

The Philippine National Police (PNP) Region 3 Office is an attached agency of the City Government of San Fernando, Pampanga, that receives and processes numerous and various requests from the constituents' other offices to continue implementing its mandate of providing a safe, secure, and protected place for every individual and their family. Furthermore, having a comfortable and conducive to work environment in their offices is essential for them to conduct their processes, operations, and provide utmost service in consideration of their employees and clients' comfort. Providing the air-condition units will aid in contributing to a conducive workplace that processes documents or communications that may include plans and the implementation of a particular program, projects, and activities for the satisfactory delivery of public service. The objective is to serve the people wholeheartedly, specifically when it comes to the welfare of the Fernandinos, towards a peaceful, livable, and progressive city. Hence, various work tasks of employees and staff perform their jobs not just in one place, and their goal is to be more productive in their duties and responsibilities.

Objective/s:

- To serve the people wholeheartedly specifically when it comes to the welfare of the Fernandinos towards peace, livable and progressive city.
- To perform tasks concentrated in an efficient and effective work environment, thus performing the assigned duties in a more productive manner in a comfortable and conducive to work environment.

Budgetary Requirements:

The Approved Budget for **Supply, Delivery and Installation of Air-conditioning Units to be installed at the Philippine National Police (PNP) in the City of San Fernando, Pampanga** is included in the PPMP with Reference Number 2023-3939 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of PHP 398,776.00 amount in figure or Three Hundred Ninety-Eight Thousand Seven Hundred Seventy-Six Pesos amount in words.

Minimum Requirement for the Supplier

1. The Supplier must ensure the following specifications and schedule of requirements indicated in the Delivery Order List are being followed:
2. The supplier must be open for any changes and cancellation of orders for the unforeseen circumstances.
3. The supplier must be compliant with the IATF Health and Safety Protocols.
4. The Supplier must follow the procurement, delivery and inspection procedure set by the City Government of San Fernando, Pampanga for procured good and services.

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Deliverables by the Supplier and City Government

The deliverables of the supplier shall be as follows:

- a. Provide the quantity and quality of the Information and Technological Equipment 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.

Prepared by:


Walter C. Navarro
Procurement Officer

Noted by:


REYMUNDO M. HIPOLITO JR.
Chief of Staff

Conforme:

Signature Above Printed Name/Date