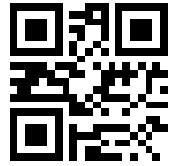




REQUEST FOR QUOTATION

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



Project Title : **Supply and Delivery of Construction Materials to be used for the Installation of Artificial Green Wall at the Mini Convention Center at Heroes Hall, San Juan, City of San Fernando, Pampanga**
Location of the Project : **City Engineer's Office**

Company Name _____ Date : **Nov 15, 2023**
PR No. : **2023-11-02761**
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:

John Ranchzel P. Pangilinan

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	8	pc(s)	1/4 Marine Plywood			
2	20	pc(s)	2 x 3 Metal Stud			
3	1	box(s)	Screw Bit			
4	2	pc(s)	3mm x 83 Irvin Masonry			
5	750	pc(s)	1" Gypsum Screw			
6	10	pack(s)	T-50 Brite Staples			
7	4	pc(s)	3m Double Sided Tape			
8	10	pc(s)	Artificial Turf Grass			
9	96	pc(s)	Artificial Grass Panel			
10	60	pc(s)	Artificial Leaves			
11	30	pc(s)	Small Artificial Red Roses			
12	80	pc(s)	Medium Artificial Red Roses			
13	150	pc(s)	Large Artificial Red Roses			
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 Materials to be used for the Installation of Artificial Green Wall at the Mini Convention Center.

Project Location: Heroes Hall, San Juan, City of San Fernando, Pampanga

Background:

The Mini Convention Center at the Heroes Hall serves as venue for meetings of different stakeholders of the City, venue for Government projects such as Kasalan king Balen, venue for seminars and trainings, among others.

We believe that in keeping the integrity of the Center, we are also building the trust and confidence of our constituents in providing services to them. The venue shall make these stakeholders feel their important contribution to the success of the city's projects so to encourage citizen's participation.

Objectives:

The goal of the project is to provide a conducive venue to Fernandinos for City events, meetings, seminars, trainings and receiving of clients.

Approved Budget :Two Hundred Eighteen Thousand Two Hundred One Pesos (Php. 218,201.00)

Minimum Requirement for the Supplier

1. The Supplier must ensure the specifications of requirements indicated in the Bill of Materials is being followed:

Description	Quantity	Unit	Unit Cost	Amount
¼ Marine Plywood	8.00	Pcs	588.00	4,704.00
2X3 Metal Stud	20.00	Pcs	330.00	6,600.00
Screw Bit	1.00	Box	65.00	65.00
3mmX83 Irvin Masonry	2.00	Pcs	100.00	200.00
1" Gypsum Screw	750.00	Pcs	2.00	1500.00
T-50 Brite Staples	10.00	Packs	55.00	550.00
3m Double Sided tape	4.00	pcs	428.00	1712.00
Artificial Turf Grass	10.00	Pcs	2550.00	25500.00
Artificial Grass Panel	96.00	Pcs	370.00	35520.00
Artificial Leaves	60.00	Pcs	280.00	16800.00
Small Artificial Red Roses	30.00	pcs	440.00	13200.00
Medium, Artificial Red Roses	80.00	Pcs	470.00	37600.00
Large Artificial Red Roses	150.00	pcs	495.00	74250.00
Total				218,201.00

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.

TERMS OF REFERENCE

Project Title : Supply and Delivery of Materials to be used for the Installation of Artificial Green Wall at the Mini Convention Center.

Project Location: Heroes Hall, San Juan, City of San Fernando, Pampanga

Deliverables by the Supplier and City Government

The deliverables of the supplier shall be as follows:

- a. Provide the quantity of 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.

Prepared by:

AIMERIE Q. SAMPANG
Procurement Officer

Noted by:

Engr. ANELE C. DAVID
City Engineer

Conforme:

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.