



REQUEST FOR QUOTATION

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



Project Title : **Supply and Delivery of IT Equipment to be used for the Project Inventory of Buildings in the City of San Fernando, Pampanga**
Location of the Project : **Office of the City Building Official**

Company Name _____ Date : **Nov 17, 2023**
PR No. : **2023-11-02778**
Address _____

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Wednesday, November 22, 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	3	unit(s)	DESKTOP COMPUTER SPECIFICATIONS Processor : Intel i7 11th Gen or Higher Motherboard : Intel B560k Memory Ram : 32gb (2x16gb) ddr4 3200 Mhz or Higher Video Card : 1gb External Video Card XFX (Video Output Interface - VGA, DVI & HDMI) Storage : 1 TB M.2 NVMe & 1 TB SSD 2.5 External Hard Drive Monitor : 23.8 inches Full HD IPS Monitor CPU Casing : Cooler Master Casing Mesh Black Power Supply : 650 Watts Power Supply / 230V Operating System : Licensed Windows 11 PRO			
2	3	unit(s)	MOUSE			
3	3	unit(s)	KEYBOARD			
4	3	unit(s)	Uninterruptible Power Supply (UPS) Specifications -Output power capacity : 450 watts / 800VA -Nominal Output Voltage : 230V -Nominal Input Voltage : 230V			
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 IT Equipment to be used at Project Inventory of Buildings Office in the City of San Fernando, Pampanga

I. BACKGROUND

The continuous growth of the economy in the City of San Fernando lead to vast construction of buildings/structures intended for Residential, Commercial, Institutional, Industrial, and other Building Occupancy/Use. These in turn raised a growing concern on the upkeep and update of records; archiving, repository and retrieval of records; current limitation of record storage spaces within the OCBO premises; man power; and not up to date data of buildings/structure and other pertinent infrastructure within the City of San Fernando, Pampanga.

The increase in construction development multiplied the number of applications of constructions permits/certificates which lead to a large volume of plans and documents to be stored. To utilize the use of technology and lessen the quantity of stockpiled documents and records, The Office of the City Building Official (OCBO) as the One-Stop Shop for all issuance of construction permits and certificates, proposes to create a centralized inventory of all building/structure and pertinent infrastructure related data and documents passing through OCBO. This will be an archived library or database of all-important files related to building/structures, serving as back up copy in case the physical documents are lost due to environmental disasters like flood and fire, as well as ease in retrieval of documents.

In order to support the needs of the OCBO and in order to secure all essential files to be stored, restored, and access in any given time, the OCBO is proposing to saturate all buildings/structures and other infrastructures for the "Inventory of Buildings in the City of San Fernando, Pampanga". This project will work with the consistent implementation of Annual Inspection for all buildings/structures as required in the National building code of the Philippines to help the OCBO to continuously and consistently regulate the buildings/structures within the City of San Fernando, Pampanga.

II. BUDGETARY REQUIREMENT

The Approved Budget for the Supply and Delivery of IT Equipment to be used at Project Inventory of Buildings Office in the City of San Fernando, Pampanga is included in the PPMP with Ref. No. 2023-3917 which is in the amount of **TWO HUNDRED FORTY THOUSAND PESOS and 00/100 (Php 240,000.00)**.

III. OBJECTIVES

The objectives of the Supply and Delivery of IT Equipment to be used at Project Inventory of Buildings in the City of San Fernando, Pampanga, are as follows:

1. To develop better and efficient methods for carrying out regulatory and administrative functions.
2. To provide IT equipment for employees in need of the equipment to facilitate their work.

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
See attached documents	See attached documents	See attached documents	15 days after the issuance of Purchase Order	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 15 days after the issuance of Purchase Order.
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 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 and submitted by:


AR. JOHN MANUEL G. CHU

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.