



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 replacement of broken and rusty toilet accessories at the Philippine National Police**
Location of the Project : **City Mayor's Office**

Company Name _____ Date : **Nov 17, 2023**
PR No. : **2023-11-02785**
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: _____

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	20	pc(s)	Bidet			
2	20	pc(s)	Bidet Hose			
3	20	pc(s)	Flexible Hose (Long) 1/2 x 1/2 (18 inches)			
4	20	pc(s)	Flexible Hose (Short) 1/2 x 1/2 (12 inches)			
5	20	pc(s)	Side Flusher			
6	40	pc(s)	Angle Valve 1/2 x 1/2			
7	20	pc(s)	Angle Valve Duplex 1/2 x 1/2			
8	20	mtr(s)	Toilet Floater			
9	20	pc(s)	Brass Faucet			
10	40	pc(s)	Teplon			
11	1	roll(s)	Garden hose (50 meters)			
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 Replacement of broken and rusty toilet accessories at the Philippine National Police**

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 varied requests from constituents' other offices in order to continue implementing its mandate of providing a safe, secure, and protected environment for all individuals and their families. Furthermore, having a comfortable and conducive to work environment in their offices is critical for them to perform their procedures, operations, and deliver the best service possible while keeping their workers' and clients' comfort in mind. Providing materials for their toilet accessories is one way of ensuring the convenience and safety of their Comfort Rooms (C.R.). It is just to consider for the employees and other constituents to having a clean place to do their personal hygiene activity/ies.

Objective/s:

- To cater the needs of the employees and its clients in having a clean, safe, and convenient Comfort Rooms for their personal hygiene activity/ies.
- To aid in providing a well-rounded office and workplace by having a Comfort Rooms available for the employees and their clients.

Budgetary Requirements:

The Approved Budget for **Supply and Delivery of Hardware Materials to be used for the Replacement of broken and rusty toilet accessories at the Philippine National Police** is included in the PPMP with Reference Number 2023-3921 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of PHP 83,864.00 amount in figure or Eighty-Three Thousand Eight Hundred Sixty-Four 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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Project Location : 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 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