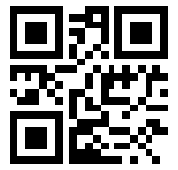




# REQUEST FOR QUOTATION

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



Project Title : **Supply and Delivery of Personal Protective Suits (PPS's) of the beneficiaries for Emergency Employment: Linis Lingap Kabiayan 2023 in the City of San Fernando, Pampanga**  
Location of the Project : **City Administrator's Office - City Employment Services Division**

\_\_\_\_\_  
Company Name Date : **Nov 22, 2023**  
PR No. : **2023-11-02790**  
\_\_\_\_\_  
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 28, 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	150	pc(s)	- White long sleeves, (100 L, 50 XL) Front Design: With Fernandino Ka, Kayabe Ka! and Linis Lingap Kabiayan red imprint Back Design: CSFP logo - Red cap			
<b>Total Amount:</b>						

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 PERSONAL PROTECTIVE SUITS (PPS'S) OF THE BENEFICIARIES FOR EMERGENCY EMPLOYMENT: LINIS LINGAP KABIAYAN 2023 OF THE CITY ADMINISTRATOR'S OFFICE - CITY EMPLOYMENT SERVICE DIVISION IN THE CITY OF SAN FERNANDO, PAMPANGA**

#### **I.BACKGROUND**

Pursuant to R.A. No. 7160 otherwise known as the Local Government Code of 1991 particularly Section 444(b)(1) provides that the Chief Executive shall exercise general supervision and control over all programs, projects, services, and activities of the local government.

In the City Government of San Fernando, Pampanga, the City Employment Service Division (CESD) also known as Public Employment Service Office (PESO) is one of the division under the City Administrator's Office. The creation of the City Employment Service Division (CESD) under the City Ordinance 2009-016 is a non-fee charging multi-dimensional employment service facility or entity established in all Local Government Units (LGUs) in coordination with the Department of Labor and Employment (DOLE) pursuant to R.A. No. 8759 or the PESO Act of 1999 as amended by R.A. No. 10691. The CESD/PESO will conduct Emergency Employment: Linis Lingap Kabiayan.

It is an emergency/temporary wage employment program engaging in community works as a response in mitigating the effects of these incidents' occurrence. The people in the community become more aware and responsive concerning their health and safety.

#### **II.BUDGETARY REQUIREMENT**

The budgetary requirement for the Supply and Delivery of Personal Protective Suits (PPS's) of the beneficiaries for Emergency Employment: Linis Lingap Kabiayan of the City Administrator's Office - City Employment Service Division in the City of San Fernando, Pampanga is included in the PPMP with the Ref. No. 2023-3836 and already included in the Annual Investment Plan (AIP) of the City Government, which is in the amount of **NINETY THOUSAND PESOS (P 90,000.00)**.

### III. OBJECTIVES

The objectives of the Supply and Delivery of Personal Protective Suits (PPS's) of the beneficiaries for Emergency Employment: Linis Lingap Kabiayan of the City Administrator's Office - City Employment Service Division in the City of San Fernando, Pampanga are as follows:

1. To easily identify the beneficiaries during the activity ; and
2. To utilize the uniform during program implementation.

### 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
150	pcs	White long sleeves, (100 L, 50 XL) Front Design: With Fernandino Ka, Kayabe Ka! and Linis Lingap Kabiayan red imprint Back Design: CSFP logo - Red cap	December 2023	CGSO Central Storage, 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 transaction 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 to supply the requirements upon issuance of DOC.
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)/ Delivery Order Contract (DOC), No Delivery" Policy and comply with the delivery period.
2. The Delivery Period shall be December 2023, and the contract shall end by the end of December 2023. By the end of the contract, the end- user can no longer prepare DOC will be issued for the purpose.
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.

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 uniforms needed for the Emergency Employment: Linis Lingap Kabiayan Activity 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 the delivery.
- b. End- user shall monitor the delivery.
- c. The Procurement Officer shall assist in the monitoring and on- time payment of the supplier/ contractor.

- 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:

  
**MEILYN A. GALLARDE**  
Supervising Administrative Officer/ End- user

Approved by:

  
**Engr. NELSON G. LINGAT**  
City Administrator

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.*