



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 and Delivery of Purified Drinking Water to be used at the Offices of the City Vice Mayor and Sangguniang Panlungsod for the year 2024 in the City of San Fernando, Pampanga subject to Ordering Agreement**

Location of the Project : **Office of the Sangguniang Panlungsod**

Company Name Date : **Jan 16, 2024**

Address PR No. : **2024-01-00056**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Monday, January 22, 2024 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	1300	container(s)	Purified Drinking Water 5 gallon/ container			
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 PURIFIED DRINKING WATER FOR THE YEAR 2024 TO BE USED AT THE OFFICES OF THE CITY VICE MAYOR AND SANGGUNIANG PANLUNGSOD IN THE CITY OF SAN FERNANDO, PAMPANGA SUBJECT TO ORDERING AGREEMENT

I. BACKGROUND

Pursuant to the Republic Act No. 7160 otherwise known as the Local Government Code of 1991 particularly chapter 3 Section 48. *Local Legislative power shall be exercised by the Sangguniang Panlalawigan for the province; the Sangguniang Panlungsod for the city; the Sangguniang bayan for the municipality; and Sangguniang Barangay for the barangay. As the legislative body of the City, shall enact ordinances, approve resolutions, and appropriate funds for the general welfare of the city and its inhabitants pursuant to section 16 of the Code and in the proper exercise of the corporate power of the city as provided for under section 22 of the Code.*

In consideration of the foregoing premises, the SP conduct various meetings such as regular/special sessions, committee and public hearings and the likes which are instrumental in translating public sentiments and provide mechanisms for information and consultations to attain a dynamic legislature. Thus, it is deemed necessary to provide meals/water/coffee for invitees, guests, and participants of different SP members' meetings subject to ordering agreement. Further the proposal for the supply and delivery of purified drinking water for the year 2024 to be used at the Offices of the City Vice Mayor and Sangguniang Panlungsod.

II. BUDGETARY REQUIREMENT

The budgetary requirement for the supply and delivery of Purified drinking water for the year 2024 to be used at the Offices of the City Vice Mayor and Sangguniang Panlungsod in the City of San Fernando, Pampanga, is included in the PPMP with Ref. No. 2024 -720 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **FIFTY-TWO THOUSAND PESOS (PhP 52,000.00)**.

III. OBJECTIVES

The objectives of the Supply and Delivery of Purified Drinking Water to be used at the Offices of the City Vice Mayor office and Sangguniang Panlungsod in the City of San Fernando, Pampanga subject to Ordering Agreement are as follows:

1. To ensure that visitors, guests, and invitees to meetings of SP members, together with the CVM and SP personnel, have access to potable water for health reason; and
2. To ensure the continuous efficiency and active performance of personnel.

IV. TERMS AND CONDITIONS

During the procurement process and delivery/ implementation of the contract, the end-user and the supplier/ contractor shall:

QTY	UNIT	Item Descriptions/ Specification	Delivery Date	Location
1300	Container	Purified Drinking Water (110 container x12 months)	January – December 2024	OCVM/OSP- Heroes Hall, San Juan CSFP

a. Procurement Process

1. If the procurement process reaches the ensuring year, observed that the allowed delivery is only up to what is stipulated in the contract.
2. 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.

For the End - user;

1. Ensure the completion of the documents to proceed with the procurement process.
2. Clearly present this TOR during the Pre-Bid Conference for the information of the prospective bidders/s (for Competitive/ Public Bidding) and present by the Buyer with the assistance of the End- user (for Alternative Methods of Procurement).

For the Supplier/ provider;

1. Ensure the completion of the documents being required by the Bids and Awards Committee (BAC) on-time based on the procurement schedule including this TOR duly signed by the end- user and conformed by the supplier/contractor.
2. Ensure to supply the requirement upon issuance of DOC.

b. 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 in January to December 2024.
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 meals and to immediately notify the supplier/ contractor in case of any concerns before the acceptance.

c. Inspection and Acceptance

1. The End- user shall accept the delivery with the (1) delivery receipts and submit immediately to the Inspector or CGSO-PSMD together with the (2) attendance sheet/s as part of the utilization where the quantity of the delivery is the same as the number of attendees and photo documentation of the delivery.

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 of meals 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 of, 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.

VI. DELIVERABLES BY THE PROVIDER AND THE CITY GOVERNMENT

The deliverable of the services provider shall be as follows:

- a. Provide the quantity of purified drinking water being required by the project/program; and
- b. Strictly follow the specifications and timely provision of requirement based on the delivery schedule.

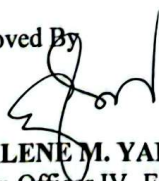
The Deliverables of the City Government shall be as follows:

- a. On-time payment of the supplier/ contractor i.e., 15 days after the month.
- 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 by:


AIREEN C. BALINGIT
 Office Supplies Officer/ Procurement

Approved By


MARLENE M. YALUNG
 Admin Officer IV- End User

CONFORME:
Signature over Printed Name
Date

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