



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 : **Supplies and Delivery of Cleaning Materials to be used for "Oplan Kayabe Ka Keng Kalinisan 2024" in the City of San Fernando, Pampanga**  
Location of the Project : **City General Services Office - Utility and Maintenance Services Division**

Company Name

Date : **Feb 15, 2024**

PR No. : **2024-02-00305**

Address

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Thursday, February 22, 2024 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga**.

Canvassed by:

Approved by:

Janelle D.A. Tungcab

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	1000	pc(s)	Broom stick with handle			
2	200	pc(s)	Dust Pan Can			
3	766	roll(s)	Trash bag XXL Black (10pcs/roll)			
4	10	pc(s)	Shovel Flat #2 (Wood Handle)			
5	10	pc(s)	Rake with handle long			
6	500	pc(s)	Broom Stick (Walis Ting-Ting)			
<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 CLEANING MATERIALS & TOOLS TO BE USED FOR “OPLAN KAYABE KA KENG KALINISAN 2024” IN THE CITY GOVERNMENT OF SAN FERNANDO, PAMPANGA.

### I. BACKGROUND

Pursuant to the Republic of Act No. 7160 otherwise known as the Local Government Code of 1991 particularly Section 17(a) which states the Local Government Units shall endeavor to self-reliant and shall continue exercising the power and discharging the duties and functions currently vested upon them. They shall likewise such other powers and discharge such other functions and responsibilities as are necessary, appropriate to efficient and effective provision of the basic services and facilities which includes solid waste disposal system or environmental management system and services or facilities related to general hygiene and sanitation.

As the City General Services Office – Utility and Maintenance Services Division envisions to be a responsible and committed provider of quality and up-to-date processes in the maintenance of City’s facilities and assets, and a leader in the formulating of sustainable measures, systems and strategies suitable for a model City of countryside development, the office is proposing for the Clean-up Operations along major thoroughfares of the City of San Fernando, Pampanga through the program “Oplan Kayabe Ka Keng Kalinisan 2024”.

The CGSO-Utility and Maintenance Division is mandated by laws to carry out basic services provide utility services to all major thoroughfare, road islands and landmark including street and garbage collection, and maintain cleanliness of all major thoroughfares of the City; among other.

Accordingly, in the City Government of San Fernando, Pampanga, the City General Services Office (CGSO) is mandated by law to ensure efficiency and transparency in the administrative of procurement of goods and services, infrastructure projects and consultancy services that the City Government utilizes in its operations.

### II. BUDGETARY REQUIREMENT

The Budgetary Requirement of the Supply and Delivery of cleaning materials & tools to be used for “Oplan Kayabe Ka Keng Kalinisan 2024” is included in the PPMP with ref. No. 2024-1286 and already included in the Annual Procurement Plan (APP) of the City Government of which is in the amount THREE HUNDRED EIGHTY THREE THOUSAND FOUR HUNDRED FIFTY EIGHT PESOS & 47/100(P383,458.47).

### III. OBJECTIVES

The objectives of the Supply and Delivery cleaning materials and tools to be used for “Oplan Kayabe Ka Keng Kalinisan 2024” at the City General Services Office in the City San Fernando, Pampanga.

- a. To effectively and efficiently ensure, an adequate supply and delivery of cleaning materials & tools

### IV. TERMS AND CONDITIONS

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

- a. Specification Schedule of Requirements

Qty	Unit	Item Description/Specification	Delivery Date	Location
1000	pcs	Broom Stick with handle	20 days after the issuance of NTP	Central Storage, Del Pilar, City of San Fernando, Pampanga
200	pcs	Dust Pan Can		
766	rolls	Trash Bags XXL		
10	pcs	Shovel Flat #2 (wood handle)		
10	pcs	Rake with handle long		
500	pcs	Broom Stick (Walis Ting-Ting)		

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 conform by the supplier/provide.
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 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 (RPQ) 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 with the delivery period.
2. Delivery period shall be within Twenty (20) days upon issuance of Notice Proceed.
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 charge in the Delivery Schedule and Specifications, the End-user through the Procurement Officer shall coordinate with the CGSO-Procurement Management Division.
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 Sale Invoice.
3. The CGSO-PSMD shall prepare the corresponding inspection and Acceptance Reports.

Such document will be used in notifying the concerned offices on the delivery such as the City



Accountant's (CAccO) and Commission on Audit (COA) to include the same in the Payables.

V. DELIVERABLES BY THE SUPPLIER/CONTRACTOR AND THE CITYGOVERNMENT

The deliverables of the supplier/contractor shall be as follows:

- a. Provide the quantity of Cleaning Materials & Tools 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/contract i.e., 15 days after delivery.
- 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:

  
**ROLANDO D. LOPEZ**  
Procurement Officer

Reviewed by:

  
**Engr. ROMEL S. SALVADOR**  
Supervising Administrative Officer

APPROVED BY:

  
**Engr. MICHAEL N. QUIZON, JR**  
City General Services Officer

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.*