



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 Personnel Protective Suits and Gears to be used at the CGSO-Utility and Maintenance Services Division for 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. : **2024-02-00306**

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:

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	set(s)	Longsleeve shirts & pants (Gray) Front Print - UMSD Left Sleeve - Logo City of San Fernando Right Sleeve - Logo CGSO Back Print - Logo Fernandino Ka Kayabe Ka			
2	20	pair(s)	Rain Boots			
3	52	pair(s)	Rubber Shoes (Black)			
4	200	pair(s)	Hand Gloves (black) rubberized			
5	75	pc(s)	Rain Coats			
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 PROTECTIVE SUITS AND GEARS TO BE USED FOR CITY GENERAL SERVICES OFFICE-UTILITY AND MAINTENANCE SERVICES DIVISION PERSONNEL 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 provision of personnel protective gears for UMSD personnel.

The project will be implemented by the CGSO-UMSD being the office in charge in carrying out basic services to the City Government facilities and buildings through proper maintenance, orderliness and cleanliness; provision of utility services to all City Government facilities, road islands and landmarks including street sweeping and managing grass cutting services and maintain cleanliness of all major roads and thoroughfares of the City, among others. The UMSD field personnel assigned at the two (2) Public Markets, Poblacion Areas, Dolores Intersection and Garbage Collector of major thoroughfares of the City, will benefit from this project as the PPE will be used in their daily operations.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement of the Supply and Delivery of Protective Suits and Gears to be used for UMSD Field Personnel is included in the PPMP with ref. No. 2024-1300 and already included in the Annual Procurement Plan (APP) of the City Government of which is in the amount THREE HUNDRED THOUSAND PESOS (P300,000.00).

III. OBJECTIVES

1. To equip the UMSD field personnel with the appropriate PPE at the start of the year for their daily operations;
2. To ensure the safety and protection of UMSD Field Personnel ; and
3. To effectively effect City Government operations on cleanliness.

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
150	sets	Long sleeves shirts & pants (Gray) Front Print: UMSD Back Print: Logo Fernandino Ka Kayabe Ka Right Sleeve : Logo CSFP Left Sleeve : Logo CGSO	20 days after issuance of NTP	Central Storage, Del Pilar, CSFP
20	pairs	Rain Boots		
52	pairs	Rubber Shoes (Black)		
200	pairs	Hand Gloves (Black) Rubberized		
75	pairs	Rain Coats		

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. The delivery period shall be within 20 days after issuance of NTP.
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 Protective Suits & Gears 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:

Reviewed by:


ROLANDO D. LOPEZ
Procurement Officer


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.