



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, Delivery and Installation of Airconditioning Units to be installed at the City Market Operations Division in the City of San Fernando, Pampanga**
Location of the Project : **City Administrator's Office - City Market Operations Division**

Company Name

Date : **Apr 15, 2024**

PR No. : **2024-04-00679**

Address

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

Canvassed by:

Approved by:

Lorraine Kate M. Escoto

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	2	set(s)	Window Type (2.0hp) Inverter			
2	2	set(s)	Weather Proof Circuit Breaker			
3	2	lot	Labor and Materials			
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, Delivery and Installation of Air-conditioning units to be used for the City Market Operations Division (CMOD) in the City of San Fernando, Pampanga.**

Project Location: **City of San Fernando, (P)**

Background: As written in Section 15-General Welfare- of Republic Act (RA) 7160 known as the Local Government Code of 1991 – “Within their respective territorial jurisdictions, local government units shall ensure and support, among other things, the preservation and enrichment of culture, promote health and safety, enhance the right of the people to a balanced ecology, encourage and support the development of appropriate and self-reliant scientific and technological capabilities, improve public morals, enhance economic prosperity and social justice, promote full employment among their residents, maintain peace and order, and preserve the comfort and convenience of their inhabitants”.

Further, pursuant to Section 2 of Republic Act 6713, known as the Code of Conduct and Ethical Standards for Public Officials and Employees, “Public officials and employees shall at all times be accountable to the people and shall discharge their duties with utmost responsibility, integrity, competence, and loyalty, act with patriotism and justice, lead modest lives, and uphold public interest over personal interest”.

To be able for the public officials and employees to conform to the above mentioned while making sure of a convenient transaction to clients in the City Government Facilities, we believe on the need for a convenient, comfortable and conducive to good health environment.

Having a tropical climate with higher temperature mostly, cooling system is believed to be of high importance to achieve a comfortable space for government transaction. Thus, this project.

Objective/s: The main goal of the project is to create a convenient, comfortable and conducive to good health environment for government transaction.

Approved Budget : One Hundred Nineteen Thousand Eight Hundred Nine and 90/100 PESOS (P 119,809.90)

Minimum Requirement for the Supplier

1. The Supplier must ensure that below air-conditioning units shall be delivered upon processing of the purchase request:

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Project Location: **City of San Fernando, (P)**

DESCRIPTION	QUANTITY	UNIT	UNIT COST	AMOUNT
Window Type (2.0hp) Inverter	2	set(s)	46,742.45	93,484.90
Weather proof Circuit Breaker	2	Set(s)	2,542.50	5,085.00
Labor and Materials	2	lot	10,620.00	21,240.00

TOTAL **119,809.90**

2. The supplier must be compliant with the IATF Health and Safety Protocols.
3. The Supplier must follow the procurement, delivery and inspection procedure set by the City Government of San Fernando, Pampanga for procured good and services.

Deliverables by the Supplier and City Government

The deliverables of the supplier shall be as follows:

- a. Provide the quantity of air-conditioning units being required by the project/ program with 5 years warranty of compressor and min of 2 years warranty of parts and others and 1 year conduct of Preventive Maintenance.
- 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.
- f. Other materials and services not indicated in the deliverables of the supplier shall be provided by the City Government;

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Project Location: **City of San Fernando, (P)**

Project office/Contact person:

City Engineer's Office
Contact Person: Engr. Lord Patawaran
Tel: 0915-233-1553
Email: lordiipatawaran@gmail.com

Prepared by:


AIMERIE G. SAMPANG
Procurement Officer

Noted by:

Conforme:


Engr. ANELE C. DAVID
City Engineer

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.