



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 Portable Two-way Radio to be used at the Emergency Operation Center (Command and Control Center) in the City of San Fernando, Pampanga**

Location of the Project : **City Mayor's Office - City Disaster Risk Reduction and Management Division**

Company Name

Date : **May 20, 2024**

PR No. : **2024-05-00898**

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, May 27, 2024 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga**.

Canvassed by:

Approved by:

Rachelle M. Pangilinan

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                    | 10  | unit(s) | Portable Two-way Radio<br>--UHF: 350-470MHz<br>--VHF: 136-174 MHz<br>--25% extended signal range<br>-0.18 uV improved Rx sensitivity<br>--2400mA Li polymer battery<br>--Anti-fake battery identification<br>-Built-in BT 5.0 & TF Card & GPS Antenna<br>--Support TF Card/ Trunking / Emergency Button<br>-IP68 & Water porting & MIL-STD810G<br>-Extra Battery<br>-1 year NTC Registration<br>-With Earset<br>20 days from the receipt of P.O<br>Central Storage, New Public Market, Del Pilar,<br>CSFP |         |            |       |
| <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 PORTABLE RADIO TO BE USED AT THE EMERGENCY OPERATION CENTER (COMMAND AND CONTROL CENTER) IN THE CITY OF SAN FERNANDO, PAMPANGA.

#### I.BACKGROUND

Emergency Operation Center is a 24/7 self-sufficient operations center geared towards disaster preparedness and the coordination of relief and response efforts during disasters. Using advanced communications software and technology, the center monitors climate-related and natural hazards in close coordination with deployed resources in the field. Primarily, the EOC provides and coordinates warnings, disaster evacuation, asset inventory, and emergency services integration. It also complements government efforts, providing commercial and civic inputs to total disaster efforts.

The EOC houses the emergency operations team, as well as the disaster response management working in the center which collects, analyses, prioritizes, monitor and disseminates information to the different agencies as well as the public.

In order for the EOC to function effectively, the equipment and technology should be reliable, compatible, and interoperable to support the information management and communication needs of the emergency response and recovery. It should include hardware, software, and network systems that enable data collection, analysis, display, and dissemination.

#### II.BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply and Delivery of Portable Radio to be used at the Emergency Operation Center (Command and Control Center) in the City of San Fernando, Pampanga, is included in the PPMP in the amount of SIX HUNDRED EIGHTY EIGHT THOUSAND TWENTY PESOS (P 688,020.00).

#### III.OBJECTIVES

To established and contributes to the effective mobilization of resources, management of information and coordination and control of emergency operations and activities.

#### 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/<br>Specifications   | Delivery Date                   | Location  |
|------|---------|---|---------------------------------|---|
| 10   | unit(s) | Portable Two-way Radio<br>--UHF: 350-470MHz<br>--VHF: 136-174 MHz<br>--25% extended signal range<br>-0.18 uV improved Rx sensitivity<br>--2400mA Li polymer battery<br>--Anti-fake battery identification | 20 days from the receipt of P.O | Central Storage, New Public Market, Del Pilar, CSFP |

|  |  |   |  |  |
|--|--|---|--|--|
|  |  | -Built-in BT 5.0 & TF Card & GPS Antenna<br>--Support TF Card/ Trunking / Emergency Button<br>-IP68 & Water porting & MIL-STD810G<br>-Extra Battery<br>-1 year NTC Registration<br>-With Earset |  |  |
|--|--|---|--|--|

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 delivery is only up to what is stipulated in the contract.
4. Ensure to supply the requirements upon issuance of DOC.
5. 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 from 20 days from the receipt of P.O.
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 and to immediately notify the supplier/contractor in case of any concerns before the acceptance.

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-PMD shall prepare the corresponding Inspection and Acceptance Report/s.

**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 Portable Radio 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 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 and submitted by:

**RAYMOND B. DEL ROSARIO**  
LDRRMO IV



|                             |
|-----------------------------|
| 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.