



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 Traffic Control Devices to be used by the Public Order and Safety Coordinating Office in the City of San Fernando, Pampanga**  
Location of the Project : **City Public Order and Safety Coordinating Office**

\_\_\_\_\_  
Company Name  
Date : **Aug 15, 2024**  
PR No. : **2024-02-00360**  
\_\_\_\_\_  
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, August 22, 2024 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, 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	1	pc(s)	LED Portable Emergency Tower Light with Lithium Battery Lighting type: LED Lighting color: White Wattage: 108 W IP Rating: IP65 Lumen Output: 10000 LM Height: 1.6 M Weight 10.5 kg. Battery life: 500 cycles mass Battery charging time: 8H Battery burn time low: 21H			
2	2	pc(s)	ECO Arrow Board 25 Lamp Models (Solar) Panel size: 96"x48" (244 cm x 122 cm) Lamps: LED - 25 Solar array: 50 or 110 watts, field upgradeable Batteries: Two (2) AGM, concealed in frame Length overall 100 " (254 cm) Width overall 96" (244cm) Height (Transport position) 92" (234cm) Height (Operating position) 137" (348cm) Weight: 1,200 lbs. (544kg)			
3	4	pc(s)	Solar Traffic Light 8" Diameter 24hour SLX-129-24HR Solar Panel: Type: Single-Crystal Silicon Tempered Glass Removable solar panel fully rotational Voltage: 9.0 V Current: 580 MA Battery: Material: Lead Acid, NP-I0-6, 6V 20 AH (batteries included) Voltage/Current: 9V/580mA, 45D, rotational Current: 6v/20 AH LEDs: Color: Yellow or Red Quantities of LED: 129 Flash Rate: 60 flashes/min. (other flash rates available)			



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## **REQUEST FOR QUOTATION**

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Project Title : **Supply and Delivery of Traffic Control Devices to be used by the Public Order and Safety Coordinating Office in the City of San Fernando, Pampanga**  
Location of the Project : **City Public Order and Safety Coordinating Office**

Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
			Operation time: 24 hours everyday Size: Lens: 8 inch 9&3/4x5&1/2 (11&1/2 with sun shield protrusion) x 24" (with bottom bracket) Assembly: Alloy steel plate body-yellow paint Visibility: One direction Operation: Without sunlight:14 days Options: Vertical Weight: 23 lbs. with battery & bottom bracket			
<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 Traffic Control Devices to be used by the Public Order and Safety Coordinating Office in the City of San Fernando, Pampanga**

#### **I. BACKGROUND**

Pursuant to R.A. No. 7160 otherwise known as the Local Government Code of 1991 particularly Section 444(b)(1) provides that the Chief Executive shall exercise general supervision and control over all programs, projects, services, and activities of the local government.

The City Public Order and Safety Coordinating Office is tasked to ensure that all programs of the City Government pertaining to public order and safety is fully implemented. Among our priority measures to accomplish this is by setting up mechanisms that will guarantee the progressive movement of traffic flow, safety of motorists, pedestrians and commuters.

In order to upgrade the City's public order and safety situation, the CPOSCO is planning and proposing to install plastic traffic barriers within the City's major thoroughfares i.e. Jose Abad Santos Avenue, Mc Arthur Highway, Lazatin Blvd, etc.

#### **II. BUDGETARY REQUIREMENT**

The Budgetary Requirement for the Supply and Delivery of Traffic Control Devices to be used by the Public Order and Safety Coordinating Office in the City of San Fernando, Pampanga and is included in the PPMP with Ref. No. 2024-559 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of Eight hundred sixty thousand six hundred fourteen pesos and ninety two centavos (P 860,614.92)

#### **III. OBJECTIVES**

The objectives of the Supply and Delivery of Traffic Control Devices to be used by the Public Order and Safety Coordinating Office in the City of San Fernando, Pampanga are as follows:

1. For continuous public order operations during unexpected power source interruption, disasters/calamities;
2. For traffic detour to effectively direct motorists during the implementation of major re-routing;
3. Maintain all pedestrian lanes within the jurisdiction of CSFP excluding lanes installed along National roads

#### **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

<b>Qty.</b>	<b>Unit</b>	<b>Item Description/ Specifications</b>	<b>Delivery Date</b>	<b>Location</b>
1	Pc	LED Portable Emergency Tower Light with Lithium Battery Lighting type: LED	90 days upon issuance of NTP CGSO Storage CSFP	

		<p>Lighting color: White  Wattage: 108 W  IP Rating: IP65  Lumen Output: 10000 LM  Height: 1.6 M  Weight 10.5 kg.  Battery life: 500 cycles  mass  Battery charging time: 8H  Battery burn time low: 21H</p>	
2	Pcs	<p>ECO Arrow Board 25  Lamp Models (Solar)  Panel size: 96"x48" (244  cm x 122 cm)  Lamps: LED - 25  Solar array: 50 or 110  watts, field upgradeable  Batteries: Two (2) AGM,  concealed in frame  Length overall 100 " (254  cm)  Width overall 96"  (244cm)  Height (Transport  position) 92" (234cm)  Height (Operating  position) 137" (348cm)  Weight: 1,200 lbs.  (544kg)</p>	
4	Pcs	<p>Solar Traffic Light 8"  Diameter 24hour SLX-  129-24HR  Solar Panel: Type: Single-  Crystal Silicon Tempered  Glass  Removable solar panel  fully rotational  Voltage: 9.0 V  Current: 580 MA  Battery: Material: Lead  Acid, NP-I0-6, 6V 20 AH  (batteries included)  Voltage/Current:  9V/580mA, 45D,  rotational Current: 6v/20  AH  LEDs: Color: Yellow or  Red  Quantities of LED: 129  Flash Rate: 60  flashes/min. (other flash  rates available)  Operation time: 24 hours  everyday  Size: Lens: 8 inch  9&amp;3/4x5&amp;1/2 (11&amp;1/2  with sun shield  protrusion) x 24" (with  bottom bracket)  Assembly: Alloy steel  plate body-yellow paint  Visibility: One direction  Operation: Without</p>	

		sunlight:14 days Options: Vertical Weight: 23 lbs. with battery & bottom bracket	
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## 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/ provider.
  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 clearly 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 (RFQ)/ 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.
- 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 shall be on 90 days upon 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 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 CGSO- PSMD shall inspect and accept the delivery.
2. The supplier/contractor shall present the PO and issue Sales Invoice.
3. The CGSO- PSMD shall prepare the corresponding Inspection and Acceptance Report/s.

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**

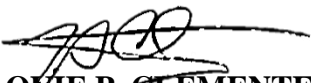
The deliverables of the supplier/ contractor shall be as follows:

- a. Provide the quantity 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 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.

Prepared and submitted by:

  
**LOUIE P. CLEMENTE**  
Department Head, CPOSCO

<b>CONFORME:</b>
_____ Signature over Printed Name
_____ Date

**Note:** *The 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.*