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 Personal Protective Gear to be used for the Basic Ropemanship Training Course for Accredited Community Disaster Volunteers (ACDVs Batch 1 & 2) for 2024 in the City of San Fernando, Pampanga**

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

_____
Company Name

_____
Address

Date : **Aug 28, 2024**

PR No. : **2024-07-01217**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Wednesday, September 4, 2024 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga**.

Canvassed by:

Camille C. Mendiola

Approved by:

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	50	pc(s)	Long Sleeves with Markings --With CSFP and SAFRU Logo			
2	5	pair(s)	Petzl Cordex Lightweight belay/ rappel gloves --Natural, high-quality leather --Durable double layer of leather in high-wear areas (fingertips, palm, between thumb and index finger) --Back made of breathable stretch nylon --Neoprene cuff with Velcro closure --Carabiner hole to attach gloves to harness --Available in size M, L, XL, black or beige			
				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 PERSONAL PROTECTIVE GEAR TO BE USED FOR THE BASIC ROPEMANSHIP TRAINING COURSE FOR THE ACCREDITED COMMUNITY DISASTER VOLUNTEERS (BATCH 1 & 2) FOR 2024 IN THE CITY OF SAN FERNANDO, PAMPANGA

I. BACKGROUND

The City Government of San Fernando is dedicated to safeguard the well-being and safety of its citizen and to omit the socio-economic and environmental impacts of disaster; and to make available, suitably-trained, and competent personnel and volunteers for effective civil defense and disaster risk reduction and management in the city.

R.A. 10121 also states that "The government agencies, CSOs, private sector, and LGUs may mobilize individuals or organized volunteers to augment their respective personnel complement and logistical requirements in the delivery of disaster risk reduction programs and activities. The (government) agencies, CSOs, private sector, and LGUs concerned shall take full responsibility for the enhancement, welfare, and protection of volunteers, and shall submit the list of volunteers to OCD, through the LDRRMOs, for accreditation and inclusion in the database of community disaster volunteers.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply and Delivery of Personal Protective Gear to be used for the Basic Ropemanship Training Course for the Accredited Community Disaster Volunteers (Batch 1 & 2) for 2024 in the City of San Fernando, Pampanga, is included in the PPMP in the amount of **One hundred fifteen thousand five hundred pesos (P 115,500.00)**

III. OBJECTIVES

1. To officially recognize the volunteers as qualified to perform particular tasks or responsibilities;
2. To provide compensatory benefits and personal accidents as per provisions in Section 13 of RA 10121 and its Implementing Rules and Regulations; and
3. To distribute life-saving equipment and supplies to be used by the volunteers for effective civil defense and disaster risk reduction and management in the city.

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 OF ISSUE	ITEM DESCRIPTION	DELIVERY DATE	LOCATION
50	pcs	Long Sleeves with Markings --With CSFP and SAFRU Logo	20 days upon issuance of Purchase Order and Notice of Proceed	Central Storage, New Public Market, Del Pilar, CSFP
5	pairs	Petzl Cordex Lightweight belay/ rappel gloves --high quality double layer leather --breathable stretch nylon --neoprene cuff w/ Velcro closure --carbiner hole to attach harness --available in size M, L, XL, black or beige		

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 upon issuance of Purchase Order and Notice of 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 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 personal protective gear 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.