



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 Additional Flowers to be given to the deceased Fernandinos/Kapampangans for the year of 2024 in the City of San Fernando, Pampanga subject to Ordering Agreement**

Location of the Project : **City Mayor's Office**

Company Name

Address

Date : **Jul 18, 2024**

PR No. : **2024-07-01333**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Tuesday, July 23, 2024 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga.**

Canvassed by:

Approved by:

Jannelle D.A. Tungcab


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	pc(s)	FLOWER Specifications: - Stand Spray Flower - Large - 2 pcs Wreath Triangular Floral Foam Base - 3 Layer Stand			
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

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Project Location: **City of San Fernando, Pampanga**

Background:

Flowers symbolize the innocence that has been restored to the soul of the departed. It expresses majesty and purity, as well as sympathy. Giving the deceased Fernandinos/Kapampangan flowers expresses that the city government cares for them and pays respect to the departed. It shows that everyone is an essential part of the city even after their deaths. This simple gesture demonstrates how important everyone is and how much the city values them.

Objective/s

- To give respect and show care for the deceased Fernandinos/Kapampangan in the City of San Fernando, Pampanga;
- To show sympathy and express that everyone is an essential part of the city even after their deaths.

Budgetary Requirements:

The Approved Budget for the **Supply and Delivery of Additional Flowers to be given to the deceased Fernandinos/Kapampangans for the year of 2024 in the City of San Fernando, Pampanga subject to Ordering Agreement** is included in the PPMP with Reference Number 2024-2619 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of P510,000.00 amount in Five Hundred Ten Thousand Pesos amount in words.

Minimum Requirement for the Supplier

1. The Supplier must ensure the following specifications and schedule of requirements indicated in the Delivery Order List are being follows:

Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	Set(s)	Flower Specifications: - Stand Spray Flower - Large - 3 Layer Stand	150	3,400.00	510,000.00
TOTAL:					510,000.00

2. The concerned office thru the Designated Procurement Officer will inform the supplier for the whole details of the delivery at least 1 – 2 days before the event to provide the order as per approved Delivery Order Contract and Order List.
3. The supplier must be open for any changes and cancellation of orders for the unforeseen circumstances.

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4. The supplier must be compliant with the IATF Health and Safety Protocols.
5. 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 and quality of flowers 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 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.

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Prepared by:


Walter C. Navarro
Procurement Officer

Noted by:


REYMUNDO M. HIPOLITO JR.
Chief of Staff

Conforme:

Signature Above 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.*