



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 Hardware Materials to be used for the improvement of Traffic and Public Order Management Facilities for 2024 in the City of San Fernando, Pampanga**

Location of the Project : **City Public Order and Safety Coordinating Office**

Company Name \_\_\_\_\_ Date : **Aug 5, 2024**  
PR No. : **2024-07-01448**  
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, August 12, 2024 10:00 AM** at **CGSO Bldg., City Civic Center, Alasas, 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	1	set(s)	Heavy duty car battery jumper cable 2000 Amp (4m)			
2	1	pair(s)	Steel triple folding ramp			
3	1	pc(s)	Heavy duty bolt cutter			
4	2	pc(s)	Heavy duty car towing rope 5tons (4m)			
5	2	pc(s)	Towing cable 12mm, 7 tons (5m)			
6	1	pc(s)	Heavy duty adjustable tacht strap tie down double J hook strap			
7	2	pc(s)	Claw bar			
8	2	pc(s)	Galvanized shackles D ring (2 tons)			
9	1	pc(s)	Trailer hitch ball mount (7500lbs)			
10	1	pc(s)	Towing bar (10tons)			
11	1	pc(s)	Portable chainsaw 36V, rechargeable (6inches)			
12	1	pc(s)	Multi-function 12V Car Jump Starter Emergency Power bank (Rechargeable battery)			
13	1	pc(s)	Multi-function tool set manual wrench			
14	1	pc(s)	Hydraulic floor trolley jack (2tons)			
15	3	kg(s)	Welding rod			
16	1	pc(s)	MMA welding machine 220 industrial			
17	4	gal(s)	Acreex Reducer			
18	5	pc(s)	300.0 mm Bi-metal hacksaw blade, 18 TPI			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
19	50	kg(s)	GI wire no. 16			
20	1	roll(s)	Industrial type extension wheel WEW 25m/DS			
21	1	pc(s)	TR150 Staple Gun T50			
22	20	pack(s)	Staple wire (T50)			
23	10	kg(s)	2" common Nail			
24	10	box(s)	Blind rivets			
25	4	roll(s)	Caution tape			
26	5	roll(s)	Plastic straw rope (50m)			
27	1	roll(s)	Polyethylene nylon rope 18mm			
28	3	roll(s)	Diamond grade reflective sticker Green			
29	3	roll(s)	Diamond grade reflective sticker Black			
30	3	roll(s)	Diamond grade reflective sticker Yellow			
31	3	roll(s)	Diamond grade reflective sticker White			
32	3	roll(s)	Diamond grade reflective sticker Blue			
33	3	roll(s)	Diamond grade reflective sticker Red			
<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 Hardware Materials to be used for the improvement of Traffic and Public Order Management Facilities for 2024 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 proposing the procurement of Hardware materials and equipment to be used for the improvement of Traffic and Public Order Management Facilities such as Public Safety Signages, Loading and Unloading Zones, Repair of Road markings, among others.

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

The Budgetary Requirement for the Supply and Delivery of Hardware Materials to be used for the improvement of Traffic and Public Order Management Facilities for 2024 in the City of San Fernando, Pampanga, and is included in the PPMP with Ref. No. 2024-253 , which is in the amount of Two Hundred Eighty Four Thousand, Four Hundred Ninety-four pesos and Eighty-nine Centavos. (284,494.89).

#### **III. OBJECTIVES**

The objectives of the Supply and Delivery of Hardware Materials to be used for the improvement of Traffic and Public Order Management Facilities for 2024 in the City of San Fernando, Pampanga, are as follows:

1. To ensure the continuous efficiency and active performance of the Department.

#### **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>Quantity</b>	<b>Unit</b>	<b>Item Description/ Specifications</b>	<b>Delivery Date</b>	<b>Location</b>
1.00	set	Heavy Duty Car Battery Jumper Cable 2000Amp (4m)	20 days upon issuance of NTP and PO	CGSO Storage, CSFP
1.00	pair	Steel Triple Folding Ramp		
1.00	pc.	Heavy Duty Bolt Cutter		

2.00	pcs.	Heavy Duty Car Towing Rope 5tons (4m)		
2.00	pcs.	Towing Cable 12mm, 7tons (5m)		
1.00	pc.	Heavy Duty Adjustable Ratchet Strap Tie Down Double J Hook Strap (5tons)		
2.00	pcs.	Claw Bar		
2.00	pcs.	Galvanized Shackles D Ring (2tons)		
1.00	pc.	Trailer Hitch Ball Mount (7500lbs)		
1.00	pc.	Towing Bar (10tons)		
1.00	pc.	Portable Chainsaw 36V, rechargeable (6inches)		
1.00	pc.	Multi-function 12V Car Jump Starter Emergency Power Bank (rechargeable battery)		
1.00	set	Multi-function Tool Set Manual Wrench		
1.00	pc.	Hydraulic Floor Trolley Jack (2tons)		
3.00	kgs.	Welding Rod		
1.00	pc	MMA Welding Machine 220 Industrial		
4.00	gal.	Acreex Reducer		
5.00	pcs	300.0 mm Bi-metal Hacksaw Blade, 18 TPI		
50.00	kgs.	GI Wire No. 16		
1.00	roll	Industrial Type Extension Wheel WEW-25m/DS		
1.00	pc.	TR150 Staple Gun (T50)		
20.00	packs	Staple Wire (T50)		
10.00	kgs.	2" Common Nail		
10.00	boxes	Blind Rivets		
4.00	rolls	Caution Tape		
5.00	rolls	Plastic Straw Rope (50m)		
1.00	roll	Polyethylene		

		Nylon Rope 18mm		
3.00	rolls	Diamond Grade Reflective Sticker Green		
3.00	rolls	Diamond Grade Reflective Sticker Black		
3.00	rolls	Diamond Grade Reflective Sticker Yellow		
3.00	rolls	Diamond Grade Reflective Sticker White		
3.00	rolls	Diamond Grade Reflective Sticker Blue		
3.00	rolls	Diamond Grade Reflective Sticker Red		

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. 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 to supply the requirements upon issuance of DOC.
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.

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 20 days upon issuance of purchase order and 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 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- 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 of hardware materials 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 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:

  
LOUIE P. CLEMENTE

Department Head, CPOSCO

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.*