



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 Dri-Fit Shirt to be used for the 124th Civil Service Anniversary Celebration Kayabe Run 2024 in the City of San Fernando, Pampanga**

Location of the Project : **City Human Resource Management Office**

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

Date : **Aug 29, 2024**

PR No. : **2024-08-01598**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Monday, September 2, 2024 10:00 AM** at **CGSO Building, 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                    | 300 | pc(s) | Fully Sublimated Dri-fit Shirts with the attached design<br>-Black to Red Gradient from Top to bottom<br>-with Kayabe-run 2024 logo in front of the shirt<br>-with CSFP and Fernandino Ka, Kayabe Ka logo in each sleeves<br>-with "Fernandino Ka, Kayabe Ka!" text at the top back |         |            |       |
| <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 DRI-FIT SHIRTS TO BE USED FOR THE 124<sup>TH</sup> CIVIL SERVICE ANNIVERSARY CELEBRATION KAYABE RUN 2024 IN THE CITY OF SAN FERNANDO, PAMPANGA

#### I. BACKGROUND

Pursuant to Presidential Proclamation No. 1050 series of 1997, the month of September was declared as the Civil Service Month, making it one of the most important months in the field of civil service. Last year, the Civil Service Commission, being the spearhead agency, introduced the 10-year overarching theme: "Transforming Public Service in the Next Decade: Honing Agile and Future-Ready Servant-Heroes" giving prime focus on the collective experience of the government workforce in the new normal and pushing for digital transformation and innovations to uphold public service excellence and continuity.

Furthermore, being a responsive agency, the City Government also deems it necessary to pay tribute and recognition to the workforce as they have also proven their resilience and readiness to surpass all the hardships and trials that the pandemic has presented. The Civil Service Month celebration would be a venue to reward, debrief, re-strategize and rekindle the employees' passion towards work.

In view of the above, the City Government shall hold a three month-long celebration deemed necessary to recognize all the hardworking and dedicated city government employees.

#### II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply and Delivery of Dri-Fit Shirts to be used for the 124th Civil Service Anniversary Celebration Kayabe Run 2024 in the City Of San Fernando, Pampanga and is included in the PPMP with Ref. No. 2024-2904 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of ONE HUNDRED EIGHTY THOUSAND PESOS ONLY (P180,000.00).

#### III. OBJECTIVES

At the end of the activities, all participants should have:

- ❖ felt that their efforts are appreciated by the City Government;
- ❖ achieved a sense of pride of and confidence in their work;
- ❖ increased awareness in the importance of physical activities in their health;
- ❖ promoted good camaraderie and fellowship among their co-employees;
- ❖ renewed their passion and strengthened their morale toward their work

#### IV. TERMS AND CONDITIONS

During the procurement process and delivery/ implementation of the contract, the end- user and the supplier/ contractor shall follow the product specification below:

| Quantity | Unit | Particulars   |
|----------|------|---|
| 300      | pcs  | Fully Sublimated Dri-fit Shirts with the attached design<br>-Black to Red Gradient from Top to bottom<br>-with Kayabe-run 2024 logo in front of the shirt<br>-with CSFP and Fernandino Ka, Kayabe Ka logo in each sleeves<br>-with "Fernandino Ka, Kayabe Ka!" text at the top back |

## 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.
- a. Delivery/ Implementation period
1. Strictly observe the “No Purchase Order (PO)/ Contracts, No Delivery” Policy and comply with the delivery period.
  2. The Delivery Period shall be on or before September 2024.
  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 uniforms and to immediately notify the supplier/ contractor in case of any concerns before the acceptance.
- b. Inspection and Acceptance
- c.
1. The End- user shall accept the delivery with (1) delivery receipt and submit immediately to the Inspector or CGSO- PSMD together with the (2) attendance sheet/s as part of the utilization where the quantity of the

delivery is the same as the number of attendees and photo documentation of the delivery.

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:

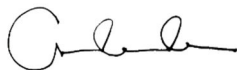
- a. Provide the quality of dri-fit shirts being required by the activity; and
- b. Strictly follow the specifications and timely provision of the dri-fit shirts based on the delivery schedule.

The deliverables of the City Government shall be as follows:

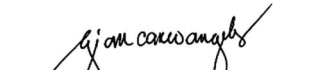
- a. On- time payment of the supplier/ contractor i.e., 15 days after delivery regardless if the delivery is per month or Ordering Agreement.
- b. End- user shall monitor the delivery of requirements.
- c. The Procurement Officer shall assist in the monitoring, delivery and on- time payment of the supplier.
- 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:

Approved by:



Laurence Andrade  
Procurement Officer- CHRMO



Gian Carlo R. Angeles  
Acting CHRM Officer

|                                      |
|--------------------------------------|
| CONFORME:                            |
| _____<br>Signature over Printed Name |
| _____<br>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.*

