



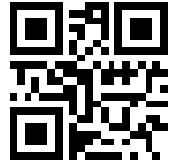
Republic of the Philippines
Province of Pampanga

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 Fire Extinguisher Refill to be used at the City College of San Fernando, Pampanga**
Location of the Project : **City College of San Fernando, Pampanga**

Company Name
Date : **Sep 12, 2024**
PR No. : **2024-09-01682**

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, September 19, 2024 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga.**

Canvassed by: _____ Approved by: _____

Monalyn M. Aquino
Administrative Aide VI (Buyer II)

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	7	pc(s)	Fire Extinguisher Dry Chemical, 10lbs, refill			
2	9	pc(s)	Fire Extinguisher Dry Chemical, 20lbs, refill			
3	7	pc(s)	Fire Extinguisher (HCFC) 5 years, 20lbs, refill			
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 FIRE EXTINGUISHER REFILL TO BE USED AT THE
CITY COLLEGE 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.

To ensure the safety of the students, faculty and non-teaching personnel of CCSFP, the fire extinguisher shall be maintained and refilled periodically.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the **Supply and Delivery of Fire Extinguisher Refill to be used at the City College of San Fernando, Pampanga** is included in the **PPMP with Ref. No. 2024-1347** and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **EIGHTY-FOUR THOUSAND FIVE HUNDRED PESOS ONLY (PHP 84,500.00)**.

III. OBJECTIVES

The objectives of the **Supply and Delivery of Fire Extinguisher Refill to be used at the City College of San Fernando, Pampanga** is:

1. To ensure that the safety of the CCSFP community particularly during fire emergencies.

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	Item Description / Specifications	Delivery Date	Location
7	Pcs	Fire Extinguisher Dry Chemical, 10lbs, refill	15 days upon the approval of the NTP	City College of San Fernando Pampanga, Heroes Hall Compound, Sto. Niño, CSFP
9	Pcs	Fire Extinguisher Dry Chemical, 20lbs, refill	15 days upon the approval of the NTP	City College of San Fernando Pampanga, Heroes Hall Compound, Sto. Niño, CSFP

7	Pcs	Fire Extinguisher (HCFC) 5 years, 20lbs, refill	15 days upon the approval of the NTP	City College of San Fernando Pampanga, Heroes Hall Compound, Sto. Niño, CSFP
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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 / 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.

c. Delivery / Implementation period

1. Strictly observe the "No Purchase Order (PO) / Contracts, No Delivery" Policy and comply with the delivery period.
2. Prior to pull out of the units for refilling/repair, the Contractor shall provide good condition spare unit/s for fire extinguishers being pulled out with the same capacity and type of chemical. These will be used temporarily as spare units and will only be pulled upon return / delivery of the same.
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.

V. DELIVERABLES BY THE SUPPLIER / CONTRACTOR AND THE CITY GOVERNMENT

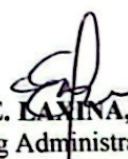
The deliverables of the supplier / contractor shall be as follows:

- a. Provide the required content and weight of the fire extinguisher being refilled.
- b. Perform general services to fire extinguisher which includes the following:
 - Hydrostatic testing to ensure pressure strength
 - Chamber de-rusting
 - Valve checking/resetting, replace if needed
 - Checking of all spare parts, replacement if needed.
 - General repairs
 - Pressure recharging
 - Repainting
- c. Provide tags to each cylinder with proper date printed.

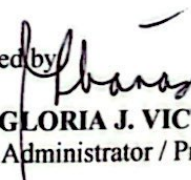
The deliverables of the City Government shall be as follows.

- 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


EMILIE E. LAXINA, CPA, MM
Supervising Administrative Officer VI

Submitted by


ATTY. GLORIA J. VICTORIA-BAÑAS, DPA, CESO V
College Administrator / President

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.