



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 Philippine Flags and Flaglets to be used for the National Flag Day in the City of San Fernando, Pampanga**

Location of the Project : **City Tourism and Investment Promotions Office - Tourism And Heritage Division**

Company Name \_\_\_\_\_ Date : **Oct 3, 2024**

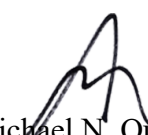
Address \_\_\_\_\_ PR No. : **2024-07-01306**

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

Canvassed by:

Approved by:

Janelle 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                    | 12   | pc(s) | 10ft x 20ft Philippine Flags<br>Nylon with eyelet |         |            |       |
| 2                    | 12   | pc(s) | 5ft x 10ft Philippine Flags<br>Nylon with eyelet  |         |            |       |
| 3                    | 500  | pc(s) | 3ft x 6ft Philippine Flags<br>Nylon with eyelet   |         |            |       |
| 4                    | 500  | pc(s) | 2ft x 4ft Philippine Flags<br>Nylon with eyelet   |         |            |       |
| 5                    | 1500 | pc(s) | Philippine Flaglets                               |         |            |       |
| 6                    | 12   | pc(s) | 3ft x 6ft San Fernando Flags<br>Nylon with eyelet |         |            |       |
| 7                    | 12   | pc(s) | 5ft x 10ft Philippine Flags<br>Nylon with eyelet  |         |            |       |
| <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 Philippine Flags and Flaglets to be used for the National Flag Day <sup>in</sup> in the City of San Fernando, Pampanga

#### I. BACKGROUND

The City Government of San Fernando, Pampanga, as mandated in The Flag and Heraldic Code of the Philippines, sets an example in displaying the Philippine National Flag on its buildings and offices. Throughout the year, the City Tourism Office provides Philippine Flags to the different departments and office in the City, including the Flag poles of government buildings and Barangay Halls within the city.

The City Government of San Fernando continues to provide flags and replace the torn or worn-out flags in the city.

#### II. BUDGETARY REQUIREMENT

Supply and Delivery of Philippine Flags and Flaglets to be used for the National Flag Day <sup>in</sup> in the City of San Fernando, Pampanga is included in PPMP with Ref. No. 2024 – 2466, which is in the amount of FOUR HUNDRED EIGHTY-NINE THOUSAND AND EIGHT HUNDRED PESOS (P 489, 800.00).

#### III. OBJECTIVES

- To provide Philippines Flags in the city throughout the year;
- To monitor and replace worn-out flags; and
- To show respect and reverence to the Philippine National Flag.

#### 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/<br>Specifications                    | Delivery Date                   | Location  |
|------|------|--|---------------------------------|---|
| 12   | pcs  | 10ft x 20ft Philippine<br>Flags<br>(nylon with eyelet) | 20 days upon<br>approval of P.O | CGSO storage, New<br>Public Market, Del<br>Pilar CSFP |
| 12   | pcs  | 5ft x 10ft Philippine<br>Flags<br>(nylon with eyelet)  | 20 days upon<br>approval of P.O | CGSO storage, New<br>Public Market, Del<br>Pilar CSFP |
| 500  | pcs  | 3ft x 6ft Philippine Flags<br>(nylon with eyelet)      | 20 days upon<br>approval of P.O | CGSO storage, New<br>Public Market, Del<br>Pilar CSFP |
| 500  | pcs  | 2ft x 4ft Philippine Flags<br>(nylon with eyelet)      | 20 days upon<br>approval of P.O | CGSO storage, New<br>Public Market, Del<br>Pilar CSFP |
| 1500 | pcs  | Philippine Flaglets                                    | 20 days upon<br>approval of P.O | CGSO storage, New<br>Public Market, Del<br>Pilar CSFP |

|    |     |   |                              |   |
|----|-----|---|------------------------------|---|
| 12 | pcs | 3ft x 6ft San Fernando Flags<br>(nylon with eyelet) | 20 days upon approval of P.O | CGSO storage, New Public Market, Del Pilar CSFP |
| 12 | pcs | 5ft x 10ft Philippine Flags<br>(nylon with eyelet)  | 20 days upon approval of P.O | CGSO storage, New Public Market, Del Pilar CSFP |

**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. The Delivery Period shall be 20 days upon approval of P.O.
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 meals and to immediately notify the supplier/ contractor in case of any concerns before the acceptance.

**d. Inspection and Acceptance**

1. The End- user shall accept the delivery with the (1) delivery receipts, and submit immediately to the Inspector or CGSO- PSMD together with the 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 quantity of flags being required by the project/ program;
- b. Strictly follow the specifications and timely provision of requirements based on the delivery schedule; and
- c. Assign a representative who will coordinate and comply with all the documentary requirements of the project.

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:

  
**Raymond Feliciano**  
Project Manager

Approved by:

  
**Ma. Lourdes Camella Jade Pangilinan**  
City Tourism Officer

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

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.