



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 : **Contract of Service for the Soil Testing of the Three (3) Storey, Six (6) Classroom School Building at Del Rosario Integrated School, Brgy. Del Rosario, City of San Fernando Pampanga**

Location of the Project : **Department of Education - City of San Fernando, Pampanga**

Company Name

Address

Date : **Sep 26, 2024**

PR No. : **2024-09-01793**

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 3, 2024 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga**.

Canvassed by:

Approved by:

Rachelle M. Pangilinan


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	lot	Soil Testing			
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

Conduct of Soil Testing for the Construction of Three (3) Storey Six (6) Classroom School Building at Del Rosario Integrated School at Brgy. Del Rosario, City of San Fernando, Pampanga.

I. RATIONALE:

In order to achieve quality education as the mandate of the department dictates, an equitable number of classrooms must be observed in every school. This will accommodate the increasing demand for students' space for holistic learning. Thus, access to continuous quality education for all students is within reach.

II. OBJECTIVE:

To facilitate effective learning by providing a conducive learning environment through the construction of new school buildings to meet the target pupil-classroom ratio.

III. METHODOLOGY:

- a. *Site Validation*
- b. *Procurement*
- c. *Conduct of soil testing*
- d. *Submission of Geotechnical Report*
- e.

IV. BUDGETARY REQUIREMENT

	PARTICULARS	QUANTITY	UNIT	UNIT COST	TOTAL	
I.	PROCUREMENT					
A.	MOOE					
B.	CAPITAL OUTLAY	Geotechnical Report	1	Lot	250,000.00	250,000.00
GRAND TOTAL					250,000.00	

TERMS AND CONDITIONS :

a. Specifications/ Schedule of Requirements:

Unit	Item Description / Specification	Quantity	Unit Cost	Total Cost
lot	Geotechnical Report	1	250,000.00	

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 transaction is only up to what is stipulated in the contract.

3. If the procurement process reaches the ensuing year, observe that the allowed transaction 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 the requirements are supplied/submitted upon issuance of PO/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. Coordination with the supplier/ contractor shall be the function of the CGSO- PMD as its mandate.

d. Inspection and Acceptance

1. The CGSO-PSMD/CEO representative must be present during the soil testing..
2. The supplier/contractor shall issue a billing statement.
3. The CGSO-PSMD/CEO 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. Ensure the availability and readiness of the reports to be submitted;
- b. Ensure the accuracy of the reports to be submitted;
- c. Issue billing statement.

Conduct of Soil Testing for the Construction of Two- (2) Storey, Four (4) Classroom School Building at Saguin Integrated School at Brgy. Saguin , City of San Fernando, Pampanga

Prepared by:


~~ENGR. JEREL ELIOT G. LAZUNDATUM~~
Division Engineer

Approved by:


LEONARDO D. ZAPANTA, EdD, CESO V
Schools Division Superintendent

CONFORME:

Signature over Printed Name

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.*