



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 Air-conditioning Unit to be used at the PNP-Police Clearance Section in the City of San Fernando, Pampanga**

Location of the Project : **Philippine National Police**

Company Name

Address

Date : **Oct 10, 2024**

PR No. : **2024-10-01918**

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 17, 2024 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga.**

Canvassed by: _____ Approved by: _____

Paolo Cesar E. Areola

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	unit(s)	Window Type (2.0HP) Inverter - 46,742.45 Weatherproof Circuit Breaker - 2,542.50 Labor and Material - 10,620.00			
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 AIR-CONDITIONING UNIT TO BE USED AT THE PNP-POLICE CLEARANCE SECTION 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 of San Fernando Police Station is in need of building repair. It was constructed in early 2016 and provided services to our constituents for eight years. The paint of the building was faded, the concrete roofing needs to be waterproofed, the water sprinklers were randomly leaking, and the floor tiles are easily dismantled or broken.

This station has an unfinished structure area for the issuance of the National Police Clearance. It needs to install glass walling, ceiling, window shed, television, 3HP window-type air conditioning, gang chair, and wireless paging paraphernalia in the waiting area for issuing police clearance.

This is in line with City Police Station's readiness to become ISO-certified, as the majority of the defects the ISO Team found during validation are building improvements.

II.BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply and Delivery of Air-conditioning Unit to be used at the PNP-Police Clearance Section in the City of San Fernando, Pampanga is included in the PPMP with Ref. No. **2024-3060** and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **FIFTY-NINE THOUSAND NINE HUNDRED FOUR PESOS AND NINETY-FIVE CENTAVOS (P59,904.95)**.

III. OBJECTIVES

The objectives of the Supply and Delivery of Air-conditioning Unit to be used at the PNP-Police Clearance Section in the City of San Fernando, Pampanga:

1. To design facilities that are safe, sustainable, compliant, efficient, and suit the demands of the community, stakeholders, and users..
2. To provide better police service to the constituents of the City of San Fernando.

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	Deliv ery Dat e	Location
1	SET	Window Type (2.0HP) Inverter - 46,742.45 Weatherproof Circuit Breaker - 2,542.50 Labor and Material - 10,620.00	20 days upon issuance of PO and NTP	City Central Storage, City of San Fernando, Pampanga

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 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

Strictly observe the “No Purchase Order (PO)/ Contracts, No Delivery” Policy and comply with the delivery period.

1. The Delivery Period shall be 20 days upon issuance of Purchase Order and Notice to Proceed.
2. During the delivery, strictly follow the provisions enumerated in the Terms and Condition of the PO/ Contract including the Delivery Schedule, Penalty, among others.
3. 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.
4. Coordination with the supplier/ contractor shall be the function of the CGSO- PMD as its mandate.
5. 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 (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 quantity of Air-conditioning Unit 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 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 by :


PMSG RICHMER M SANTOS
Procurement Officer

Approved by:


~~PLTCOL ROY AUGUSTUS F CALULOT~~
Chief of Police

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.*

