



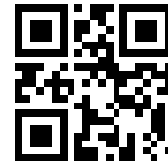
Republic of the Philippines
Province of Pampanga

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 Electrical Materials to be used for the Repair and Maintenance of the City Market Plaza and City Public Market, City of San Fernando, Pampanga**

Location of the Project : **City Administrator's Office - City Market Operations Division**

Company Name _____ Date : **Oct 16, 2024**
PR No. : **2024-10-01958**
Address _____

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Wednesday, October 23, 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	1	pc(s)	Service Entrance Cap 2" dia.			
2	6	pc(s)	EMT Pipe 2"			
3	12	pc(s)	EMT Pipe Connector 2"			
4	6	pc(s)	EMT Pipe Elbow 2"			
5	10	pc(s)	EMT Pipe 1"			
6	5	pc(s)	EMT Pipe Connector 1"			
7	5	pc(s)	EMT Pipe Elbow 1"			
8	15	box(s)	5.5mm THHN (10/AWG)			
9	1	unit(s)	Circuit Breaker 250 Amp			
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 Electrical Materials to be used for the Repair and Maintenance of the City Market Plaza and City Public Market, 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.

In the City Government of San Fernando, Pampanga, the City Market Operations Division (CMOD), is mandated to carry out the following responsibilities;

- Responsible for the administration and supervision of the two (2) Public Markets including the duties, functions and assignments of all Market Personnel;
- Responsible for the implementation and administration of market rules and regulations;
- Responsible for the supervision and monitoring of market daily collections both in the Old and New Public Market (market fees, entrance fees, parking fees and rental of stalls.
- Responsible for monitoring orderliness and cleanliness in the market premises in the Old and New Public Market.

In addition, Chapter XII, Section 1 of the 2017 Revised Revenue Code and Market Code of the City of San Fernando, Pampanga states that;

Section 1. Allocation of Collected Market Rental Fees and Charges – After deducting the statutory or contractual obligation, a minimum of twenty (20%) percent of the net income of the City owned public market shall be reserved and set aside for the maintenance and improvement of the market and for market personnel development. The reserved amount shall accrue to the Capital and Management Development Fund of the City Government.

With the above stated mandate of the office, it is proposed that some improvements and repairs be made in the Public Markets under the management of the City Government. This will make our public market more competitive, appealing and safer to consumers and vendors.

II.BUDGETARY REQUIREMENT

The Supply and Delivery of Electrical Materials to be used for the Repair and Maintenance of the City Market Plaza and City Public Market, City of San Fernando, Pampanga is included in the PPMP with Ref. No. 2024-1151 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of Two Hundred six thousand one hundred seventy eight pesos only (P 206,178.00).

III.OBJECTIVES

The objectives of The Supply and Delivery of Electrical Materials to be used for the Repair and Maintenance of the City Market Plaza and City Public Market, City of San Fernando, Pampanga are as follows

1. To improve market facilities and its structure

TERMS OF REFERENCE

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2. To provide immediate repair to market facilities and its structure
3. To provide a better and a safer place for both market goers and market vendors

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

Item Description/ Specifications	Unit	Quantity	Delivery Date	Location
Service Entrance Cap 2" dia.	pc	1	10 days after the issuance of Purchase Order/Notice to Proceed	CGSO Central Storage
EMT Pipe 2"	pc	6		
EMT Pipe Connector 2"	Pc	12		
EMT Pipe Elbow 2"	pc	6		
EMT Pipe 1"	pc	10		
EMT Pipe Connector 1"	pc	5		
EMT Pipe Elbow 1"	pc	5		
5.5 THHN (10/AWG)	Box	15		
Circuit Breaker 250 Amp	unit	1		

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. present clearly this TOR for the information of the prospective bidder/s (for Competitive/ Public Bidding
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.

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- 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 10 days after the issuance of Purchase Order/Notice to Proceed.
 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.
- d. Inspection and Acceptance
 1. The CGSO-PSMD shall inspect and accept the delivery.
 2. The supplier/contractor shall present the PO and issue Sales Invoice.
 3. The CGSO- PSMD 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. Provide the quantity of items being required by the project/ program; and
- b. Strictly follow the specifications of requirements based on the item description and specification.

The deliverables of the City Government shall be as follows:

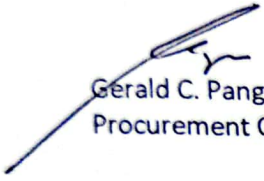
- a. On- time payment of the supplier/ contractor i.e., 15 days after delivery
- b. End- user shall monitor the delivery of requirements.
- c. The Procurement Officer shall assist in the monitoring, delivery and on- time payment of the supplier.
- d. Provide necessary and readily- available documents such as during the conduct of post- audit.

TERMS OF REFERENCE

Supply and Delivery of Electrical Materials to be used for the Repair and Maintenance of the City Market Plaza and City Public Market, City of San Fernando, Pampanga

- 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:


Gerald C. Pangan
Procurement Officer

Approved by:


Engr. Nelson G. Lingat, DPA
City Administrator

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.