



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 Steel Filing Cabinets and Layer Lateral Cabinet to be used at the Permanent Evacuation Center at Barangay Lara, City of San Fernando, Pampanga**

Location of the Project : **City Social Welfare and Development Office**

Company Name

Address

Date : **Oct 16, 2024**

PR No. : **2024-10-01979**

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: _____

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	3	pc(s)	Vertical Steel Filing Cabinet 1 hanging bar per drawer Central Lock			
2	2	pc(s)	1 Layer Lateral Cabinet Materials: All metal construction, steel ball			
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 STEEL FILING CABINETS AND LAYER LATERAL CABINET TO BE USED AT THE PERMANENT EVACUATION CENTER AT BARANGAY LARA, CITY OF SAN FERNANDO, PAMPANGA

I. BACKGROUND

Republic Act 7160, also known as the Local Government Code of 1991, the local governments, specifically the provincial governments, are mandated to provide immediate basic relief assistance such as food, clothing, psycho-social support, and emergency shelter to families affected by natural or human-induced. There is a need to immediately move the disaster affected families to safe camp centers or safe areas because of the threat of or the actual occurrence of disasters which may cause loss of lives and destruction of properties.

The orderly movement of families to safe camp centers and areas (school facilities, multi-purpose centers, health centers, barangay halls, chapels, churches, government buildings tents and bunk houses) is one of the most difficult tasks to undertake and manage when done only during emergencies. Families are oftentimes unwilling to leave their homes for fear of losing their valuables or because they may feel that their security at the alternate location cannot be assured. Suitable means of transportation may also be lacking.

On May 27, 2010, RA 10121, better known as the Philippine Disaster Risk Reduction and Management Act of 2010 was signed into law, with the corresponding Implementing Rules and Regulation formulated and published for implementation. Significant features of the new law include the heavy emphasis on risk reduction and disaster preparedness which will empower the disaster and emergency responders and all other actors to proactively undertake measures in reducing the risks and impact of disasters to the communities and vulnerable families.

The safety of the family or population is the primary consideration but the readiness and resources available for the purpose is oftentimes an issue depending on the magnitude of the disaster where there is a need for massive evacuations to ensure. Section 5 of RA 10121 recognizes the need for Local Government Units (LGUs) to perceive and approach evacuation holistically, to encourage and guide LGUs to mobilize its resources as a means of ensuring that all aspects of evacuation are equally strengthened.

II. BUDGETARY REQUIREMENT

The Supply and Delivery of Steel Filing Cabinets and Layer Lateral Cabinets to be used at the Permanent Evacuation Center at Barangay Lara, City of San Fernando, Pampanga is included in the PPMP with Ref. No. 2024-2876 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **EIGHTY-FIVE THOUSAND PESOS (Php 85,000.00)**.

III. OBJECTIVES

- To provide well-timed transitioning from relief to early recovery and rehabilitation as an intervention to mitigate further exposure of families affected to disaster
- To equip the permanent evacuation centers ready to accommodate internally displaced individuals during the disaster season

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
3	pc(s)	Vertical Steel Filing Cabinet 1 hanging bar per drawer Central Lock	October- December 2024	CGSO Central Storage, City of San Fernando, Pampanga
3	pc(s)	1 Layer Lateral Cabinet Materials: All metal construction, steel ball		

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

1. Strictly observe the "No Purchase Order (PO)/ Contracts, No Delivery" Policy and comply with the delivery period.
2. The Delivery Period shall be from October-December 2024.
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 Steel Filing Cabinets and Layer Lateral Cabinets 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 and submitted by:


NIKKEY D. CARREON, RSW
Administrative Aide VI

Approve by:


CANNETH C. MANGALUS, RSW
Acting CSWD Officer/ End-user

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.*