



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 Appliances to be used at the City Legal Office in the City of San Fernando, Pampanga**
Location of the Project : **City Legal Office**

Company Name _____ Date : **Nov 4, 2024**
PR No. : **2024-10-02074**
Address _____

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Monday, November 11, 2024 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga**.

Canvassed by:

Approved by:

Camille C. Mendiola


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)	23L Microwave Oven Rapid Defrost Ceramic Enamel Inside, Healthy Steam Function, Auto Cook Function, Keep Warm Function, Ceramic Enamel Interior, Child Lock, LED Display, Eco mode Color: White Body			
2	1	unit(s)	Two-door Refrigerator 8 cubic ft. Flat Door Panel Smart Inverter Linear Cooling Multi-Airflow I-Micom Pocket Handle Flat Multi Duct Trimless Tempered Glass Shelf LED Panel Lighting			
3	1	unit(s)	Smart Television with wall bracket HDR10 Pro A5 Gen7 AI Processor 4K 4k Upscaling Dynamic Tone Mapping AI Acousting Tuning AI Sounding Pro AI Brightness Control Virtual 9.1.2 Up-Mix Dynamic Sound Boost Adaptive Sound Mode WebOS Re: New Program Magic Remote Chromecast Built-in Works with Apple Airplay Ultra Big Screen WOW Interface Filmmaker Mode HGIG			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
			ALLM Earc Game Optimizer Game Dashboard ThiQ Intelligent Voice Recognition			
4	1	unit(s)	Coffee maker Construction and Materials: Brushed Stainless Steel Capacity: 1800ml/12 cup Settings: Gold Cup, Fast Strong Brew, Ice Coffee, Cold Brew Dual Filter Basket: Flat Bottom & Cone Style with baskets included Accessories: Thermal Carafe, Coffee Spoon, Cone filter basket insert, mesh basket filter, flat bottom basket filter paper pack, water hardness test strip, pour over adapter included Power: 1650 Watts Dimensions: 14.9"x12.3"x6.7" Voltage: 220-240 volts			
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



CITY LEGAL OFFICE
City Government of San Fernando,
Pampanga



TERMS OF REFERENCE

“Supply and Delivery of Appliances to be used at the City Legal Office 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.

In the City Government of San Fernando, Pampanga, the City Legal Office is mandated by law to carry out functions relative to the legal services such as preparation of legal documents, provision of legal advice, review and submit recommendations/legal opinions on Memorandum of Agreement, Contracts, etc. referred to, cause investigations to erring government employees, represent the local government unit in all civil actions and special proceedings wherein the local government unit or any official thereof, is a party and other legal services provided by the office;

Meanwhile, the City Legal Office, shall carry out functions as mandated by law, as mentioned above, hence, the proposal for the **“Supply and Delivery of Appliances to be used at the City Legal Office in the City of San Fernando, Pampanga”**.

II. BUDGETARY REQUIREMENT

The budgetary requirement for the “Supply and Delivery of Appliances to be used at the City Legal Office in the City of San Fernando, Pampanga” is included in the PPMP with the Ref. No. 2024-2441 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **One Hundred Sixty Six Thousand Three Hundred Pesos (P166,300.00)**.

III. OBJECTIVES

The objectives of the “Supply and Delivery of Appliances to be used at the City Legal Office in the City of San Fernando, Pampanga” are as follows:

1. To acquire heavy-duty appliances that would meet the requirements of the City Legal Office

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
1	Unit	23L Microwave Oven Rapid Defrost Ceramic Enamel Inside, Healthy Steam Function, Auto Cook Function, Keep Warm Function, Ceramic Enamel Interior, Child Lock, LED Display, Eco mode Color: White Body	15 days upon the issuance of Purchase Order	Central Storage, New Public Market, Brgy. Del Pilar, CSFP
1	Unit	Two-door Refrigerator 8 cubic ft. Flat Door Panel Smart Inverter Linear Cooling Multi-Airflow I-Micom Pocket Handle Flat Multi Duct Trimless Tempered Glass Shelf LED Panel Lighting		
1	Unit	Smart Television with wall bracket HDR10 Pro A5 Gen7 AI Processor 4K 4k Upscaling Dynamic Tone Mapping AI Acousting Tuning AI Sounding Pro AI Brightness Control Virtual 9.1.2 Up-Mix Dynamic Sound Boost Adaptive Sound Mode WebOS Re: New Program Magic Remote Chromecast Built-in Works with Apple Airplay Ultra Big Screen WOW Interface Filmmaker Mode HGiG ALLM Earc Game Optimizer Game Dashboard ThiQ Intelligent Voice Recognition		
1	Unit	Coffee maker Construction and Materials: Brushed Stainless Steel Capacity: 1800ml/12 cup Settings: Gold Cup, Fast Strong Brew, Ice Coffee, Cold Brew Dual Filter Basket: Flat Bottom & Cone Style with baskets included Accessories: Thermal Carafe, Coffee Spoon, Cone filter basket insert, mesh basket filter, flat bottom basket filter paper pack, water hardness test strip, pour over adapter included Power: 1650 Watts Dimensions: 14.9"x12.3"x6.7" Voltage: 220-240 volts		

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.
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 to supply the requirements upon issuance of 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. The Delivery Period shall be **15 days upon the issuance of Purchase Order;**
3. During the delivery, strictly follow the provisions enumerated in the Terms and Conditions 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

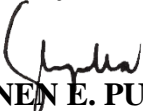
The deliverables of the supplier/ contractor shall be as follows:

- a. Provide the quantity of the appliances 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 the delivery.
- b. End- user shall monitor the delivery.
- c. The Procurement Officer shall assist in the monitoring and on- time payment of the supplier/ contractor.
- 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:

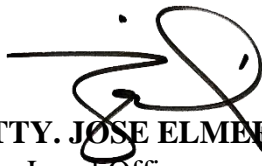

SHANNEN E. PUEBLA
 Procurement Officer

Recommending approval:


ATTY. CORNELIO R. TALLADA, JR.
 City Attorney IV

CONFORME:
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Signature over printed name
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Date

Approved by:


ATTY. JOSE ELMER Y. TEODORO
 City Legal Officer

***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.*