



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 Supplies/Materials to be used at the City Mayor's Office and other attached agencies in the City of San Fernando, Pampanga**
Location of the Project : **City Mayor's Office**

Company Name _____ Date : **Nov 5, 2024**
PR No. : **2024-11-02110**
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:

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 | 60 | pack(s) | Paper Plate, 25pcs/pack | | | |
| 2 | 200 | pack(s) | Disposable Spoon, 50pcs/pack | | | |
| 3 | 200 | pack(s) | Disposable Fork, 50pcs/pack | | | |
| 4 | 200 | pack(s) | Disposable Paper Cups, 8oz 50pcs/pack | | | |
| 5 | 500 | pc(s) | All Purpose pull-out tissue (150pulls) | | | |
| 6 | 200 | btl(s) | Alcohol 70% ethyl 1L pump | | | |
| 7 | 200 | btl(s) | Liquid Hand Soap 240ml | | | |
| 8 | 100 | roll(s) | Chamois 40x35cm | | | |
| 9 | 200 | pack(s) | Assorted candies 50pcs/pack | | | |
| 10 | 200 | can(s) | Airfreshener Spray, 320ml | | | |
| 11 | 200 | gal(s) | Disinfectant Liquid | | | |
| 12 | 200 | btl(s) | Floor Wax Liquid (Red) 500ml | | | |
| 13 | 200 | btl(s) | Disinfectant Spray, Assorted scent, 510grms | | | |
| 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

Project Title : **Supply and Delivery of Supplies/Materials to be used at the City Mayor's Office and other attached agencies in the City of San Fernando, Pampanga**

Project Location: **City Hall, City of San Fernando, Pampanga**

Background:

Pursuant to Chapter 3, Article I, Section 455 of Republic Act (RA) 7160 known as the Local Government Code of 1991, the City Mayor shall exercise the powers and perform duties and functions as provided by the said Code and other laws. As enumerated on the same, the functions of the City Mayor shall be focused on (1) Exercise general supervision and control over all programs, projects, services, and activities of the city government, (2) Enforce all laws and ordinances relative to the governance of the city and in the exercise of the appropriate corporate powers provided for under Section 22 of the mentioned Code, implement all approved policies, programs, projects, services and activities of the city and, in addition to the foregoing, (3) Initiate and maximize the generation of resources and revenues, and apply the same to the implementation of development plans, program objectives and priorities as provided for under Section 18 of said Code, particularly those resources and revenues programmed for agro-industrial development and countryside growth and progress (4) Ensure the delivery of basic services and the provision of adequate facilities as provided for under Section 17 of said Code (5) Exercise such other powers and perform such other duties and functions as may be prescribed by law or ordinance. The City Mayor's Office strive to assist the City Mayor in his duty in providing efficient, effective and timely provision and delivery of basic services and performance of the above said duty. In doing so, commonly used office supplies plays an important role in aiding personnel of the CMO in completing their assigned task especially in planning, documenting and reporting of the said projects and services.

Objective/s:

The main goal of the project is to ensure that every Fernandinos visiting the Office were properly entertained and provided the service they seek.

Budgetary Requirements:

The Approved Budget for the **Supply and Delivery of Supplies/Materials to be used at the City Mayor's Office and other attached agencies in the City of San Fernando, Pampanga** is included in the PPMP with Reference Number 2024-3235 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of P590,000.00 amount in figure or Five Hundred Ninety Thousand Pesos amount in words.

Minimum Requirement for the Supplier

1. The Supplier must ensure the specifications and schedule of requirements indicated in the Delivery Order Contract and Order List are being followed.

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2. The concerned office thru the Designated Procurement Officer will inform the supplier for the whole details of the delivery at least 1 – 2 days before the event to provide the order as per approved Delivery Order Contract and Order List.
3. The supplier must be open for any changes and cancellation of orders for the unforeseen circumstances.
4. The supplier must be compliant with the IATF Health and Safety Protocols.
5. The Supplier must follow the procurement, delivery and inspection procedure set by the City Government of San Fernando, Pampanga for procured good and services.

Deliverables by the Supplier and City Government

The deliverables of the supplier shall be as follows:

- a. Provide the quantity of supplies/materials 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 i.e., 15 days after delivery regardless if the delivery is per month or Ordering Agreement.
- b. End- user shall monitor the delivery and completeness of requirements and documents to avoid delays.
- 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.

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Project Location: City Hall, City of San Fernando, Pampanga

Prepared by:


Walter C. Navarro
Procurement Officer

Noted by:


REYMUNDO M. HIPOLITO JR.
Chief of Staff

Conforme:

Signature Above 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.