



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 Dual Way Window Intercom Mic and Speaker System to be used at the City Treasurer's Office in the City of San Fernando, Pampanga**

Location of the Project : **City Treasurer's Office**

\_\_\_\_\_  
Company Name  
Date : **Nov 6, 2024**  
PR No. : **2024-11-02136**  
\_\_\_\_\_  
Address

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Tuesday, November 12, 2024 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga**.

Canvassed by:

Approved by:

Lorraine Kate M. Escoto

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	15	unit(s)	Window Intercom Speaker System Dual Way Window Mic and Speaker Specification: Material: Plastic Shell Connection Cable Length: 1.8m/5.9ft. Working Voltage: DC5V/500mA Adapter: AC 100-240V, 50/60Hz Main Sound (sub sound): 5W+5W Microphone Sensitivity: -46db+2 db(20Hz-16kHz) Size: 151*110*75mm/107*85*40mm Weight: 885g/1.95lb			
<b>Total Amount:</b>						

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 DUAL WAY WINDOW INTERCOM MIC AND SPEAKER SYSTEM TO BE USED AT THE CITY TREASURER'S OFFICE IN THE CITY OF SAN FERNANDO, PAMPANGA

#### I. BACKGROUND

The Local Government of San Fernando upholding to its vision of becoming the Model City of Countryside Development is committed in its implementation of various projects, programs and activities that will uplift the lives of the Fernandinos. The City Treasurer's Office being the collecting agent of the City aims to provide sufficient funding to the sustainable overall development program of the LGU. In lieu of this, procurement of office equipment is essential to efficiently facilitate the treasury operations.

#### II. BUDGETARY REQUIREMENT

The Budgetary Requirement for this project with assigned PPMP Ref. No. 2024-3311, which is included in the Annual Procurement Plan of the City Government amounts to **SEVENTY FIVE THOUSAND PESOS (P 75,000.00)**.

#### III. OBJECTIVES

This project aims to keep the CTO personnel on track with the office vision and mission. Provision of office equipment is part of its operations, thus, procurement of such is deemed necessary.

#### IV. SCOPE OF SERVICES

The supplier/contractor shall follow the specifications/schedule as follows:

Qty.	Unit	Item Description/Specifications	Delivery Date	Location
15	unit(s)	Window Intercom Speaker System Dual Way Window Mic and Speaker Specification: *Material: Plastic Shell *Connection Cable Length: 1.8m/5.9ft. *Working Voltage: DC5V/500mA *Adapter: AC 100-240V, 50/60Hz *Main Sound (sub sound): 5W+5W *Microphone Sensitivity: - 46db+2 db(20Hz-16kHz) *Size: 151*110*75mm/107*85*40mm *Weight: 885g/1.95lb	20 days upon issuance of PO and NTP	CGSO Central Storage, CSFP

**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 dual way window intercom mic and speaker system being required by the project/program
- b. Follow the specifications and schedule of the activity as indicated in the scope

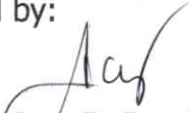
The deliverables of the City Government shall be as follows:

- a. The CTO shall provide the necessary documents relative to the procurement of dual way window intercom mic and speaker system
- b. The Procurement Officer shall assist in the monitoring, delivery and payment of the procured goods

Prepared and submitted by:

  
**Christian S. Laylo**  
Admin. Asst. III

Noted by:

  
**Mary Ann P. Bautista**  
City Treasurer

CONFORME:
_____ Signature Over Printed Name of Supplier/Contractor
_____ 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.*