



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 Hardware Materials for 2nd Semester of 2024 to be used for the Repair and Improvement of the City Market Plaza and City Public Market in the City of San Fernando, Pampanga**

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

Company Name

Date : **Nov 6, 2024**

PR No. : **2024-11-02143**

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:

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	8	pc(s)	Bolt and Nut 6" (3/8)			
2	20	pc(s)	Stainless Plain Flat Washer for bolts (3/8)			
3	15	pc(s)	Plyboard 3/4			
4	5	kg(s)	Finishing nails 2"			
5	5	kg(s)	Finishing Nails 1 1/2"			
6	50	pc(s)	Stainless Drawer handle (4")			
7	50	pc(s)	Drawer Lock			
8	10	tab(s)	Wood Glue			
9	30	pc(s)	Barrel Bolt 2"			
10	50	pc(s)	Magnetic Catches (big)			
11	5	gal(s)	Quick Dry Enamel			
12	1	ltr(s)	Tinting Color (black)			
13	16	ltr(s)	Glazing Putty			
14	4	ltr(s)	Body Filler with Hardener			
15	2	gal(s)	Paint Thinner			
16	4	pc(s)	Paint Brush 2"			
17	30	pc(s)	Sanding Paper (#100)			
18	15	pc(s)	PVC Pipe 6"			
19	30	pc(s)	1/8 Vent 6"			
20	5	ltr(s)	PVC Pipe Cement Solvent (200cc)			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
21	13	pc(s)	G.I Pipe			
22	37	pc(s)	12mm dia. Roundbar			
23	5	kg(s)	Welding Rod			
24	8	pc(s)	G.I Sheet Plain			
25	1	box(s)	Blind Rivets			
26	2	gal(s)	Enamel Paint (red)			
27	3	gal(s)	Enamel paint (white)			
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 Hardware Materials for 2nd semester of 2024 to be used for the Repair and Improvement of the City Market Plaza and City Public Market 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 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.

II.BUDGETARY REQUIREMENT

The Supply and Delivery of Hardware Materials for 2nd semester of 2024 to be used for the Repair and improvement of the City Market Plaza and City Public Market in the City of San Fernando, Pampanga is included in the PPMP with Ref. No. 2024-1142 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of One Hundred Eighty Seven Thousand One Hundred Three and 85/100 only (P 187,103.85).

III.OBJECTIVES

The objectives of The Supply and Delivery of Hardware Materials for 2nd semester of 2024 to be used for the Repair and Improvement of the City Market Plaza and City Public Market in the City of San Fernando, Pampanga.

1. To improve market facilities and its structure
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

TERMS OF REFERENCE

Supply and Delivery of Hardware Materials for 2nd semester of 2024 to be used for the Repair and Improvement of the City Market Plaza and City Public Market in the City of San Fernando, Pampanga

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
Bolt and Nut 6" (3/8)	Pcs	8	10 days after the issuance of Purchase Order/Notice to Proceed	CGSO Central Storage
Stainless Plain Flat Washer for bolts (3/8)	Pcs	20		
Plywood ¾	Pcs	15		
Finishing Nails 2"	Kgs	5		
Finishing Nails 1 ½	Kgs	5		
Stainless Drawer Handle (4")	Pcs	50		
Drawer Lock	Pcs	50		
Wood Glue	Tab	10		
Barrel Bolt 2"	Pcs	30		
Magnetic Catches (Big)	Pcs	50		
Quick Dry White Enamel	Gai	5		
Tinting Color (black)	Ltr	1		
Glazing Putty	Ltr	16		
Body Filler with Hardener	Ltr	4		
Paint Thinner	Gal	2		
Paint Brush 2"	Pcs	4		
Sanding Paper (#100)	Pcs	30		
PVC Pipe 6"	Pcs	15		
1/8 Vent 6"	Pcs	30		
PVC Pipe Cement Solvent (200cc)	Ltr	5		
1" GI Pipe	pcs	13		
12mm dia. Roundbar	Pcs	37		
Welding Rod	Kgs	5		
G.I Sheet Plain	Pcs	8		
Blind Rivets	Box	1		
Enamel Paint Red	Gal	2		
Enamel Paint White	Gal	3		

b. Procurement Process

1. For the End- user, ensure the completion of the documents in order to proceed with the procurement process.

TERMS OF REFERENCE

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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.
- 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

TERMS OF REFERENCE

Supply and Delivery of Hardware Materials for 2nd semester of 2024 to be used for the Repair and Improvement of the City Market Plaza and City Public Market in the City of San Fernando, Pampanga

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.
- 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.