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, Delivery and Fabrication of Logos and Letters of the City College of San Fernando at City College, San Isidro, City of San Fernando, Pampanga**

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

_____
Company Name

_____
Address

Date : **Nov 7, 2024**

PR No. : **2024-11-02153**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Wednesday, November 13, 2024 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga**.

Canvassed by:

Jannelle D.A. Tungcab

Approved by:

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 | 11 | pc(s) | 0.60m Stainless Letters | | | |
| 2 | 13 | pc(s) | 0.5m Stainless Letters | | | |
| 3 | 2 | pc(s) | Stainless with print logos | | | |
| **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, Delivery and Fabrication of Logos and Letters of City College of San Fernando**

**Project Location:** **City College, San Isidro, City of San Fernando, Pampanga**

**Background:**

As written in Section 15-General Welfare- of Republic Act (RA) 7160 known as the Local Government Code of 1991 – "Within their respective territorial jurisdictions, local government units shall ensure and support, among other things, the preservation and enrichment of culture, promote health and safety, enhance the right of the people to a balanced ecology, encourage and support the development of appropriate and self-reliant scientific and technological capabilities, improve public morals, enhance economic prosperity and social justice, promote full employment among their residents, maintain peace and order, and preserve the comfort and convenience of their inhabitants".

Further, pursuant to Section 2 of Republic Act 6713, known as the Code of Conduct and Ethical Standards for Public Officials and Employees, "Public officials and employees shall at all times be accountable to the people and shall discharge their duties with utmost responsibility, integrity, competence, and loyalty, act with patriotism and justice, lead modest lives, and uphold public interest over personal interest".

The Construction and Maintenance Division of the City Engineer's Office is responsible for implementation, administration of construction, repair and maintenance of roads, bridge, drainage system, public building and other structures/facilities of public usage within the city.

The function of the Division does not end on public buildings and structures. We believe that repair and maintenance of infrastructure projects at various barangays that are initiated by non-government organizations and/or individuals but are benefitting the whole community needs the support from the City Government. Thus, hardware materials to be granted to private individuals, non government org, among others is proposed.

**Objective/s**:

The main goal of the project is to perform the Division mandate and/or function for the effective and efficient repair and maintenance of building and other structure/facilities for public usage within the City of San Fernando, Pampanga.

## TERMS OF REFERENCE

**Project Title :** **Supply, Delivery and Fabrication of Logos and Letters of City College of San Fernando**
**Project Location:** **City College, San Isidro, City of San Fernando, Pampanga**

**Approved Budget** : Two Hundred Thirty-two Thousand Five Hundred Pesos (Php.**232, 500.00**)

**Minimum Requirement for the Supplier**

1. The Supplier must ensure the specifications of requirements indicated in the Bill of Materials are being followed.

| DESCRIPTION | QUANTITY | UNIT | UNIT COST | AMOUNT |
|---|---|---|---|---|
| 0.60m Stainless Letters | 11.00 | pcs. | 9,000.00 | 99,000.00 |
| 0.50m Stainless Letters | 13.00 | pcs. | 7,500.00 | 97,500.00 |
| Stainless with print logos | 2.00 | Pcs. | 18,000.00 | 36,000.00 |
| | | | **Total Cost** | **232,500.00** |

2. The supplier must be compliant with the Health and Safety Protocols.

3. 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 hardware 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 Title :** **Supply, Delivery and Fabrication of Logos and Letters of City College of San Fernando**
**Project Location:** **City College, San Isidro, City of San Fernando, Pampanga**

Prepared by:

**AIMERIE G. SAMPANG**
Procurement Officer

Noted by:

**Engr. ANELE C. DAVID**
City Engineer

Conforme:

_____

*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.*