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 Lantern Lamp Shades to be used for the Awarding for the Search of Sustainable and Eco-Friendly Business Establishments for 2024 in the City of San Fernando, Pampanga**

Location of the Project : **City Environment and Natural Resources Office**

_____
Company Name

_____
Address

Date : **Nov 7, 2024**

PR No. : **2024-11-02159**

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:

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	27	pc(s)	Lantern Lamp Shade 12 inches height x 6 inches width 2 bulbs Capiz made with base with bubble wrap and box			
2	5	pc(s)	Lantern Lamp Shade 10 inches height x 6 inches width 2 bulbs Capiz made with base with bubble wrap and box			
					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 Lantern Lamp shade to be used for the Awarding for the Search of Sustainable and Eco-Friendly Business Establishments for 2024 in the City of San Fernando, Pampanga

I. BACKGROUND

The City Government of San Fernando (P), through the City Environment & Natural Resources Office (CENRO), is committed to the protection, preservation and conservation of the eco-system through the implementation of different programs and services and monitoring of business establishments on the balance on development, economy and environmental management specifically for those projects that are environmentally-critical in nature or operating in an environmentally-critical area. CENRO inspectors regularly inspect and monitor these businesses on the implementation of DENR Administrative Order 2003-30 or the Philippine Environmental Impact Statement (EIS) System to guide them on the mitigating measures that need to be implemented to preserve and conserve the environment.

The implementation of DAO 2003-30 entails the preparation of reports and documents on a quarterly and semi-annual basis and budget. To further encourage all businesses to fully comply with DAO 2003-30, an awarding ceremony will be conducted to recognize those with best practices and those that take initiatives in taking care of the environment.

Mechanics:

1. All businesses covered by DAO 2003-30 or the Philippine EIS System.
2. These businesses will be assessed by the business establishment inspection team on their full compliance to DAO 2003-30 based on Inspection Reports and documents submitted, for initial evaluation.
3. Compliant businesses will then be evaluated by the CENRO, Environmental Management Bureau Region III (EMB R3), Department of Science & Technology (DOST) & Department of Health Region III (DOH R3) team, for final evaluation. The team may require submission of additional documents and conduct on-site assessment or via real time online inspection.
4. The evaluation team will have a deliberation for the final winners.
5. Non-critical businesses that have best practices will also be recognized during the awarding. Best practices may include, but not limited to: tree planting activities, clean-up activities, adoption and clean up of waterways, innovative ways to reduce solid waste, etc.

II. BUDGETARY REQUIREMENT

The Approved Budget for Supply and Delivery of Lantern Lamp shade to be used for the Awarding for the Search of Sustainable and Eco-Friendly Business Establishments for 2024 in the City of San Fernando, Pampanga is included in the PPMP with Ref. No. 2024-396 in the amount of **SIXTY ONE THOUSAND FIVE HUNDRED PESOS ONLY (Php 61,500.00)**

III.OBJECTIVES

The objectives of Supply and Delivery of Lantern Lamp shade to be used for the Awarding for the Search of Sustainable and Eco-Friendly Business Establishments for 2024 in the City of San Fernando, Pampanga are as follows:

1. To procure the services of a single provider who would deliver the meals and/or snacks during duration of activity;
2. To promote attendance and provide a welcoming atmosphere;
3. To give nourishment to the participants in the conduct of the activity and give way for the office to further discuss comprehensive and integrated strategy;
4. To recognize the Most Sustainable and Eco-Friendly Business Establishments; and
5. To encourage different stakeholders in the city to maintain a balanced relationship between economic development and environmental protection.

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
5	Pcs	Lantern Lamp Shade 10 inches height x 6 inches width 2 bulbs Capiz made with base with bubble wrap and box	November 2024	CGSO STORAGE, NEW PUBLIC MARKET, DEL PILAR, CSFP
27	Pcs	Lantern Lamp Shade 12 inches height x 6 inches		

		width 2 bulbs Capiz made with base with bubble wrap and box		

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 conform by the supplier/ contractor.

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. 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 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 on <u>November 2024 at CGSO STORAGE, NEW PUBLIC MARKET, DEL PILAR, CSFP</u>
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.

6. For onsite delivery, ensure the coordination with the Inspector from the CGSO-Property and Supply Management Division (PSMD) for the inspection of the delivery in terms of quantity and quality of meals and to immediately notify the supplier/ contractor in case of any concerns before the acceptance.

7. Ensure that the food is packed in reusable containers or other environment-friendly packaging. Eliminate the use of single-use plastics.

8. Delivery of meals/drinks should be in accordance and compliance with Executive Order No. CMO2023-026, An order disallowing the use of bottled water and beverages during meetings and events scheduled and organized by the City Government of San Fernando, Pampanga.

d. Inspection and Acceptance

1. The End- user shall accept the delivery with the (1) delivery receipts, and submit immediately to the Inspector or CGSO- PSMD together with the (2) attendance sheet/s as part of the utilization where the quantity of the delivery is the same as the number of attendees and photo documentation of the delivery.

   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 Plaques 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 delivery regardless if the delivery is per month or Ordering Agreement.

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.

Approved by:

MARIA TERESA Q. DOBLE
Acting CENRO-I
Head/ End- user

CONFORME:

_____
Signature over Printed Name

_____
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.*