



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 Shade and Capiz Lantern to be used during the awarding for the Search for Model Barangays on Ecological Solid Waste Management for 2024 in the City of San Fernando, Pampanga**

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

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

Date : **Nov 12, 2024**

PR No. : **2024-11-02198**

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 18, 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	8	pc(s)	CAPIZ LANTERN 18inches 11 bulbs Capiz made with bubble wrap and box			
2	35	pc(s)	Lantern Lamp Shade 12 inches height x 6 inches width 2 bulbs Capiz made with base with bubble wrap and box			
<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 Lantern Lamp Shade and Capiz Lantern to be used during the awarding for the Search for Model Barangays on Ecological Solid Waste Management for 2024 in the City of San Fernando, Pampanga

### I. BACKGROUND

The City Government of San Fernando (P) through the City Environment and Natural Resources Office is committed to the full implementation of Republic Act 9003 or the Ecological Solid Waste Management Act of 2000. As solid waste management is decentralized to the barangays, the City Government has given them financial assistance for the construction of Materials Recovery Facilities (MRF's) as well as tribikes and pushcarts for segregated collection.

One of the best practices being implemented by the City Government in the implementation of RA 9003 is the annual Search for Model Barangays on Ecological Solid Waste Management. The program has been running since 2012 in partnership with Mother Earth Foundation. Model barangays and homeowners associations are recognized in an awarding ceremony as a fitting culmination to the quarterly household and barangay evaluation process. This year, the program will be aligned to the Barangay Environmental Compliance Audit (BECA) assessment being implemented by the Department of Interior and Local Government (DILG). With the City Assessment Committee (CAC), composed by the City Environment and Natural Resources Office (CENRO), City Information Office (CIO) and City DILG as the final evaluators. Barangays who will pass the criteria will be forwarded to the Province, Region and National with the highest rating. Awards received are proudly displayed in the barangay hall and the constituents feel a sense of pride for their contribution to the cleanliness of their barangays. The Search plays an integral part in the implementation of RA 9003 as the compliance of barangays is effectively measured. The City Government encourages all barangays to be models on solid waste management and not merely comply with the law. Due recognition is accorded to best barangays to serve as inspiration for the rest to emulate.

The program has 2 parts: 1) household field evaluation conducted by City Environment and Natural Resources Office (CENRO) and 2) BECA Assessment conducted by the CAC composed of secretariat from CENRO, and the heads of CENRO, CIO and City DILG. The barangays should have an operational Materials Recovery Facility (MRF), organized Barangay Solid Waste Management Committee (BSWMC), monitoring and enforcement, and implementation of ordinances.

### II. BUDGETARY REQUIREMENT

The Approved Budget for the Supply and Delivery of Lantern Lamp Shade and Capiz Lantern to be used for the awarding for the Search for Model Barangays on Ecological Solid Waste Management for 2024 in the City of San Fernando, Pampanga

is included in the PPMP with Ref. No. 2024-393 in the amount of NINETY-FOUR THOUSAND PESOS ONLY (Php 94,000.00)

III. OBJECTIVES

The objectives of the Supply and Delivery of Lantern Lamp Shade to be used for the awarding for the Search for Model Barangays on Ecological Solid Waste Management 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.
4. To create a sense of responsibility in conserving and preserving our environment by community involvement and participation during discussion while taking the meals provided.

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
35	pcs	Lantern Lamp Shade 12 inches height x 6 inches width 2 bulbs Capiz made with base with bubble wrap and box	NOVEMBER 2024	CGSO,STORAGE, NEW PUBLIC MARKET, CSFP
8	pcs	CAPIZ LANTERN 18inches 11 bulbs Capiz made 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 November 2024 at CGSO, STORAGE, NEW PUBLIC MARKET, DEL PILAR, City of San Fernando, Pampanga.
  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 lantern lamp shade 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.*