



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 Personal Protective Equipment (PPEs) to be used by the Office of the City Building Official personnel in the City of San Fernando, Pampanga**

Location of the Project : **Office of the City Building Official**

Company Name
Date : **Nov 20, 2024**
PR No. : **2024-11-02228**

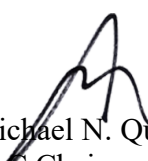
Address

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 26, 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	40	pc(s)	Field Jackets with hoodie Outer material: water resistant Inner: Cotton Embroid logo front Embroid back texts with reflectors			
2	40	pair(s)	Lowcut, Sporty Type Safety Shoes Suede leather, mesh ling, EVA mesh insole S1P - steel toecap and kevlar midsole Anti-static, Slip and Chemical resistant			
3	40	pc(s)	Heavy Duty Safety Construction Helmet / Hard Hat with OCBO Logo			
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 PERSONAL PROTECTIVE EQUIPMENT (PPEs) TO BE USED AT OFFICE OF THE CITY BUILDING OFFICIAL IN THE CITY OF SAN FERNANDO, PAMPANGA

I. BACKGROUND

The Office of the City Building Official (OCBO) is the primary responsible for the enforcement of the provisions of the National Building Code of the Philippines (P.D. 1096) and other referral codes as well as circulars, memoranda, opinions and decisions / orders issued pursuant thereto in order to promote public safety, order and welfare towards a sustainable and sound environment catering to City of San Fernando's development.

Our main functions involve field works (Inspection of Business Establishments, Applications for Building Permit and other Ancillary and Accessory Permits, Certificate of Occupancy, Certificate of Final Electrical Inspection/ Completion, Annual Inspection, Permit to Operate, GIS Tagging, etc.)

In order to boost their morale, we realized the need to provide them with the uniform and necessary PPEs as it will exhibit professionalism, show of solidarity, occupational health and safety and immediate recognition to prevent arguments about authority that could arise in the performance of their duties. Moreover, having a set of standard PPEs will require our workforce to not only wear the prescribed uniform but also to follow the discipline of the uniform.

II. BUDGETARY REQUIREMENT

The budgetary requirement for the Supply and Delivery of Personal Protective Equipment (PPEs) to be used at the Office of the City Building Official in the City of San Fernando, Pampanga is included in the PPMP with Ref. No. 2024-3231 in the City of San Fernando, Pampanga is in the amount of **NINE HUNDRED TWENTY THOUSAND ONLY (920,000.00)**.

III. OBJECTIVES

- a) For immediate recognition as OCBO personnel
- b) To exhibit professionalism
- c) Show of solidarity and unity
- d) Required uniform and discipline
- e) Occupational health and safety

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
See attached documents	See attached documents	See attached documents	30 days after the issuance of	LGU CSFP-CGSO Central Storage,

			Purchase Order	Brgy. Del Pilar, CSFP
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b. Procurement Process

1. For the End- user, ensure the completion of the documents 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 confirmed by the supplier/ contractor.
3. If the procurement process reaches the ensuing year, observe that the allowed transaction 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 to supply the requirements upon issuance of PO.
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)/ Delivery Order Contract (DOC), No Delivery” Policy and comply with the delivery period.
2. During the delivery, strictly follow the provisions enumerated in the Terms and Condition of the PO/ Contract including the Delivery Schedule, Penalty, among others.
3. 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.
4. 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

The deliverables of the supplier/ contractor shall be as follows:


- a. Provide the quantity of the PPEs 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 the delivery.
- b. End- user shall monitor the delivery.
- c. The Procurement Officer shall assist in the monitoring and on- time payment of the supplier/ contractor.

- 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:


LIONEL ANGELO M. POLINTAN
Procurement Officer

Approved by:


ENGR. ANELE C. DAVID
Acting City Building Official

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.