



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 Purified Drinking Water to be used at the City Environment and Natural Resources Office (CENRO Main Office, City Composting Center and Central Materials Recovery Facility and Garbage Collection Unit) for the year 2025 in the City of San Fernando, Pampanga subject to Ordering Agreement**  
Location of the Project : **City Environment and Natural Resources Office**

Company Name \_\_\_\_\_ Date : **Dec 9, 2024**  
PR No. : **2024-12-02383**  
Address \_\_\_\_\_

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Monday, December 16, 2024 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga**.

Canvassed by: **Lorraine Kate M. Escoto** Approved by: **Engr. Michael N. Quizon, Jr.**  
*(Signature)*  
**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
<b>Main Office</b>						
1	400	gal(s)	Purified Drinking Water (5 gallons/container)			
<b>CMRF</b>						
2	1000	gal(s)	Purified Drinking Water (5 gallons/container)			
<b>GCU</b>						
3	1000	gal(s)	Purified Drinking Water (5 gallons/container)			
<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 Purified Drinking Water to be used at the City Environment and Natural Resources Office (CENRO Main Office, City Composting Center and Central Materials Recovery Facility and Garbage Collection Unit) for the year 2025 in the City of San Fernando, Pampanga subject to Ordering Agreement

### I. BACKGROUND

The City Government of San Fernando, Pampanga has recognized the importance of hydration especially in a working environment where performance is vital. Being properly hydrated is associated with better mental performance and cognition. It can also help to combat tiredness and fatigue. Clean and safe drinking water is very important in our body system as it is composed of 60% water. The City Environment and Natural Resources office is taking extra measure to ensure that clean and safe water is readily available during work execution.

### II. BUDGETARY REQUIREMENT

The Approved Budget for the Supply and Delivery of Purified Drinking Water to be used at the City Environment and Natural Resources Office (CENRO Main Office, City Composting Center and Central Materials Recovery Facility and Garbage Collection Unit) for the year 2025 in the City of San Fernando, Pampanga subject to Ordering Agreement is included in the PPMP with Ref. No. 2025-124 which is in the amount of NINETY SIX THOUSAND PESOS ONLY (P 96,000.00).

### III. OBJECTIVES

The main for the Supply and Delivery of Purified Drinking Water to be used at the City Environment and Natural Resources Office (CENRO Main Office, City Composting Center and Central Materials Recovery Facility and Garbage Collection Unit) for the year 2025 in the City of San Fernando, Pampanga subject to Ordering Agreement is to provide adequate supply of clean and safe purified drinking water at the CENRO main office, City Composting Center, Central Materials Recovery Facility and Garbage Collection Unit. The City Environment and Natural Resources Office is composed of 130 personnel and is projected to have additional employees by 2024.

### 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

The supplier must ensure that the required specifications and schedule indicated in the Delivery Order Contract and Order List are being followed.

QTY	UNIT	Item Description / Specifications	Delivery Date	Location
400		Purified drinking water (5 gallons/container )	Upon the approval of the Delivery Order Contract (DOC)	CENRO Civic Center , Alasas, CSFP

			up to December 2024	
1000	Container	Purified drinking water (5 gallons/container )	Upon the approval of the Delivery Order Contract (DOC) up to December 2024	CMRF at Brgy. Lara, CSFP
1000	Container	Purified drinking water (5 gallons/container )	Upon the approval of the Delivery Order Contract (DOC) up to December 2024	Garbage Collection Unit, NPM Del Pilar, CSFP

**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 conformed by the supplier/ contractor.
3. The supplier/contractor must have an existing and legal Water Refilling Station to ensure continuous supply of requirements that conforms with the provisions of Presidential Decree No. 856 otherwise known as the Code on Sanitation of the Philippines and Department of Health (DOH) Administrative Order No. 10 series of 2017, which prescribes the standards and procedures on drinking-water quality aiming to protect the public and consumer’s health.
4. If the procurement process reaches the ensuing year, observe that the allowed delivery is only up to what is stipulated in the contract.
5. 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).
6. Ensure to supply the requirements upon issuance of DOC.
7. 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 from September to December 2024.
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 the items and to immediately notify the supplier/ contractor in case of any concerns before the acceptance.

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**

Provide the quantity of the quantity of purified drinking water being required by the project/program;

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.

- a. The Procurement Officer shall assist in the monitoring, delivery and on- time payment of the supplier.
- b. Provide necessary and readily- available documents such as during the conduct of post-audit.
- c. Evaluate the performance of the supplier/ contractor and in case there is a violation to the Contract/ Agreement, prepare a Verified Report.

Prepared and submitted 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.*

