



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 Concrete Cylindrical base PVC pipe bollards to be used within the City of San Fernando, Pampanga thoroughfares**

Location of the Project : **City Public Order and Safety Coordinating Office**

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

\_\_\_\_\_  
Address

Date : **Dec 19, 2024**

PR No. : **2024-12-02503**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Thursday, December 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	150	pc(s)	Concrete Cylindrical base P.V.C. Pipe Bollards			
<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 Concrete Cylindrical base PVC pipe bollards to be used within the City of San Fernando, Pampanga thoroughfares

### **I. BACKGROUND**

Pursuant to R.A. No. 7160 otherwise known as the Local Government Code of 1991 particularly Section 444(b)(1) provides that the Chief Executive shall exercise general supervision and control over all programs, projects, services, and activities of the local government.

The City Public Order and Safety Coordinating Office is tasked to ensure that all programs of the City Government pertaining to public order and safety is fully implemented. Among our priority measures to accomplish this is by setting up mechanisms that will guarantee the progressive movement of traffic flow, safety of motorists, pedestrians and commuters.

In order to upgrade the City's public order and safety situation, the CPOSCO is planning and proposing to install bollards within the City's major thoroughfares i.e. Jose Abad Santos Avenue, Mc Arthur Highway, Lazatin Blvd, etc.

With this program, CPOSCO can easily devise traffic re-routing scheme as well as manage and divert traffic much easier thus ensuring public order and safety. Furthermore, this will help instill discipline among the public hence strengthening the enforcement of the CPOSCO mandate, which is to formulate and implement mechanisms that will improve traffic congestion and maintain public order and safety in the City.

### **II. BUDGETARY REQUIREMENT**

The Budgetary Requirement for the Supply and Delivery of Concrete Cylindrical base PVC pipe bollards to be used within the City of San Fernando, Pampanga thoroughfares and is included in the PPMP with Ref. No. 2025-33 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of One hundred fifty thousand pesos (P 150,000.00)

### **III. OBJECTIVES**

The objectives of the Supply and Delivery of Concrete Cylindrical base PVC pipe bollards to be used within the City of San Fernando, Pampanga thoroughfares are as follows:

1. To upgrade the City's public order and safety situation
2. To easily devise traffic re-routing scheme as well as manage and divert traffic much easier thus ensuring public order 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

<b>Qty.</b>	<b>Unit</b>	<b>Item Description/ Specifications</b>	<b>Delivery Date</b>	<b>Location</b>
150	Pcs	Concrete Cylindrical base P.V.C. Pipe Bollards	30 days upon	CGSO Storage CSFP

			receipt of NTP	
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## 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/ provider.
  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.
- b. Delivery/Implementation period
1. Strictly observe the “No Purchase Order (PO)/ Contracts, No Delivery” Policy and comply with the delivery period.
  2. The Delivery shall be 30 days upon receipt of NTP.
  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.

c. 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 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.

Prepared and submitted by:

  
**LOUIE P. CLEMENTE**  
Department Head, CPOSCO

<b>CONFORME:</b>
_____ 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.*