



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 Filling Materials to be used for the repair of various Barangay Roads for 2025 in the City of San Fernando, Pampanga subject to Ordering Agreement**

Location of the Project : **City Engineer's Office**

Company Name

Address

Date : **Jan 9, 2025**

PR No. : **2025-01-00004**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Thursday, January 16, 2025 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga**.

Canvassed by: **Paolo Cesar E. Areola**

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	1264	cu.m(s)	Filling Materials			
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

Project Title : **Supply and Delivery of Filling Materials to be used for Repair of Various Barangay Roads for 2025 ✓ in the City of San Fernando, Pampanga subject to Ordering Agreement.**

Project Location: **City of San Fernando, Pampanga**

Background: As written in Section 15-General Welfare- of Republic Act (RA) 7160 known as the Local Government Code of 1991 – “Within their respective territorial jurisdictions, local government units shall ensure and support, among other things, the preservation and enrichment of culture, promote health and safety, enhance the right of the people to a balanced ecology, encourage and support the development of appropriate and self-reliant scientific and technological capabilities, improve public morals, enhance economic prosperity and social justice, promote full employment among their residents, maintain peace and order, and preserve the comfort and convenience of their inhabitants”.

With the topography of the City being in a low lying area, strategic flood mitigation control projects of the City are constants.

The southern part of the City of San Fernando, Pampanga specifically are prone to flooding. This is a major concern of the City of San Fernando since the San Fernando River passes through it. One of the short term flood control measures of the City are the sand bagging operations. These operations if not control delays flooding.

Objective/s: The main objective is to reduce the risks of flood in the City, saving lives and property of Fernandinos whose location are low lying in nature.

To mitigate and/or lessen the effects of flooding to low lying areas.

Approved Budget : Total approved amount Nine Hundred Ninety Nine Thousand Eight Hundred Twenty Four Pesos (Php. 999,824.00)

Minimum Requirement for the Supplier

1. The Supplier/contractor must ensure the specifications and schedule of requirements indicated in the Bill of Materials is being followed.

Description	Quantity	Unit	Unit Cost	Amount
Filling Materials	1,264.00	Cu.m.	791.00	999,824.00
TOTAL				999,824.00

2. The supplier must be compliant with the Health and Safety Protocols.
3. The Supplier must follow the procurement, delivery and installation and inspection procedure set by the City Government of San Fernando, Pampanga for procured good and services.

Deliverables by the Supplier and City Government

The deliverables of the supplier shall be as follows:

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- a. Provide the quantity of filling materials 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 i.e., 15 days after delivery regardless if the delivery is per month or Ordering Agreement.
- b. End- user shall monitor the delivery and completeness of requirements and documents to avoid delays.
- 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 by:


AIMERIG G. SAMPANG
Procurement Officer

Noted by:


Engr. ANELE C. DAVID
City Engineer

Conforme:

Note: This 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.