



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 IEC Materials to be used by the CPOSCO for the Project Theme: "Fernandino, Abe ka keng Disiplina Program" for 2025 in the City of San Fernando, Pampanga**

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

Company Name

Date :

Jan 14, 2025

PR No. :

2025-01-00011

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, January 21, 2025 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga**.

Canvassed by:

Approved by:

Camille C. Mendiola

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	100	pc(s)	Motorcycle Safety Helmets with CPOSCO and CSFP Logo with "Fernandino Ka, Kayabe Ka" and "Ride Safe, Save Lives" print out			
2	100	pc(s)	Bicycle Safety Helmets with CPOSCO and CSFP Logo with "Fernandino Ka, Kayabe Ka" and "Ride Safe, Save Lives" print out			
3	100	pair(s)	Arm Sleeves with CPOSCO and CSFP Logo with "Fernandino Ka, Kayabe Ka" and "Ride Safe, Save Lives" print out			
4	300	pc(s)	Driver's License Card Holder/Jacket with CPOSCO and CSFP Logo with "Fernandino Ka, Kayabe Ka" and "Ride Safe, Save Lives" print out			
5	300	pc(s)	Tumblers with CPOSCO and CSFP Logo with "Reduce Traffic, Use Bikes" and "City Public Order and Safety Coordinating Office" print out			



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 IEC Materials to be used by the CPOSCO for the Project Theme: "Fernandino, Abe ka keng Disiplina Program" for 2025 in the City of San Fernando, Pampanga**

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

Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
6	150	pc(s)	Key Chains *with "DRIVE SAFE, SOMEONE IS WAITING FOR YOU" & "OBEY TRAFFIC RULES, IT SAVES LIFE" print out *with "CITY PUBLIC ORDER AND SAFETY COORDINATING OFFICE / Tel. No. (045) 626-5065" print out			
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 IEC Materials to be used by the CPOSCO for the Project Theme: "Fernandino, Abe ka keng Disiplina Program" for 2025 in the City of San Fernando, Pampanga

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 shall strengthen its implementation of laws and regulations of the city relative to public order and safety by involving the community in instilling discipline through the **FERNANDINO, ABE KA KENG DISIPLINA PROGRAM**.

This program aims to enjoin all motorists to start disciplining themselves on their own in order to lessen the road crashes, injuries, even death caused by irresponsible driving habits.

While conducting relentless operations against erring drivers, the CPOSCO shall distribute different information and education campaign materials related to public order and safety i.e safety gears for those drivers who cannot afford to buy them hence, compromising their safety on the road.

The target sectors for this program are motorcycle rides who cannot afford safety helmets, commuters who do not own safety gears, etc.

.II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply and Delivery of IEC Materials to be used by the CPOSCO for the Project Theme: "Fernandino, Abe ka keng Disiplina Program" for 2025 in the City of San Fernando, Pampanga

is included in the PPMP with Ref. No. 2025-38 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of Four hundred thirty two thousand five hundred fifty pesos (432,500.00)

III. OBJECTIVES

The objectives of the The Budgetary Requirement for the Supply and Delivery of IEC Materials to be used by the CPOSCO for the Project Theme: "Fernandino, Abe ka keng Disiplina Program" for 2025 in the City of San Fernando, Pampanga

are as follows:

1. To increase the level of public awareness of Fernandino Youth through the conduct of Information and Education Campaign.
2. To equip Fernandinos with knowledge on the rules, regulations and laws pertaining to public order and safety being implemented in the city.
3. To promote public order and safety towards a more involved, coordinative, and well-regulated community.
4. To strengthen the trust and confidence of the Fernandinos towards CPOSCO Enforcers.

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
150	pcs	Key Chains *with "DRIVE SAFE, SOMEONE IS WAITING FOR YOU" & "OBEY TRAFFIC RULES, IT SAVES LIFE" print out *with "CITY PUBLIC ORDER AND SAFETY COORDINATING OFFICE / Tel. No. (045) 626-5065" print out	45 days upon issuance of NTP and PO	CGSO Storage
300	pcs	Tumblers *with CPOSCO and CSFP Logo *with "Reduce Traffic, Use Bikes" and "City Public Order and Safety Coordinating Office" print out		
300	pcs	Driver's License Card Holder/Jacket *with CPOSCO and CSFP Logo *with "Fernandino Ka, Kayabe Ka" and "Ride Safe, Save Lives" print out		
100	pcs	Arm Sleeves *with CPOSCO and CSFP Logo *with "Fernandino Ka, Kayabe Ka" and "Ride Safe, Save Lives" print out		
100	pcs	Bicycle Safety Helmets *with CPOSCO and CSFP Logo *with "Fernandino Ka, Kayabe Ka" and "Ride Safe, Save Lives" print out		
100	pcs	Motorcycle Safety Helmets *with CPOSCO and CSFP Logo *with "Fernandino Ka, Kayabe Ka" and "Ride Safe, Save Lives" print out		

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 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.

c. Delivery/ Implementation period

1. Strictly observe the “No Purchase Order (PO)/ Contracts, No Delivery” Policy and comply with the delivery period.

The Delivery Period shall be 45 days upon issuance of NTP and PO

2. .

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.

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**

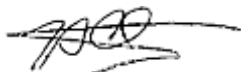
The deliverables of the supplier/ contractor shall be as follows:

- a. Provide the quantity of IEC 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/ 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.

CONFORME:
_____ Signature over Printed Name
_____ Date



LOUIE P. CLEMENTE

Department Head, CPOSCO

***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.*

