



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 Training Materials to be used during the Awareness Raising Campaign on Ethics, Laws and Regulations for City Public Order and Safety Coordinating Office Personnel (Batch 1 and 2) 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. : **2025-01-00026**

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:

Paolo Cesar E. Areola

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)	Ballpen, Black			
2	150	pc(s)	Steno Notebook			
3	150	pc(s)	ID Case 4"(L) x 6"(H) with lace pref. black in color			
4	150	pc(s)	Long plastic envelope pref. blue in color			
5	150	pc(s)	Scarf Bandana handkerchief assorted colors			
6	50	pc(s)	Cartolina pref. white and light blue in color			
7	20	pair(s)	Scissors			
8	20	pc(s)	1/8 Illustration board			
9	20	pack(s)	Balloons in Assorted colors			
10	20	box(s)	Pencil No. 2			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
11	15	pack(s)	Assorted OSLO Construction papers			
12	15	box(s)	Pentel pen pref. black in color			
13	10	pack(s)	Special paper 100's			
14	5	pc(s)	Plastic Container with 120 L capacity color: white			
15	5	pc(s)	Plastic Container with 9.5 L capacity color: white			
16	5	pack(s)	Paper cups			
17	5	pc(s)	Water pail with stainless steel handle (16L)			
18	5	kg(s)	All-purpose flour			
19	2	pack(s)	Plastic red pong cups			
20	1	box(s)	Whiteboard marker pref. black and red in color			
21	1	pc(s)	Tug of war rope (18mmx10mm)			
22	1	box(s)	Dustless chalk			
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 Training Materials to be used during the Awareness Raising Campaign on Ethics, Laws and Regulations for City Public Order and Safety Coordinating Office Personnel (Batch 1 and 2) 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.

With the ongoing investments and the City's economic progress and development, there is a dramatic increase in vehicular volume and the number of pedestrians that adds up to the current traffic congestion problems the city encounters. As the primary department of the City Government that implements all ordinances pertaining to public order and safety, the CPOSCO is continuously seeking ways to instill discipline among all road users through information dissemination pertaining to public order and safety, regular conduct of clearing operations to different road obstructions, check-points to identify erring drivers and pedestrians, and traffic policing to monitor and maintain public order and safety along major thoroughfares of the City.

The work of CPOSCO enforcers takes toll to their physical, mental, emotional, and spiritual well-being. Studies show and validate the importance of debriefings and stress management particularly for front liners where a sound mind and body are essential.

In view of the above, it is essential for CPOSCO to conduct such activities in order to ensure that all of its personnel stay in the top state of mind.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply and Delivery of Training Materials to be used during the Awareness Raising Campaign on Ethics, Laws and Regulations for City Public Order and Safety Coordinating Office Personnel (Batch 1 and 2) for 2025 in the City of San Fernando, Pampanga and is included in the PPMP with Ref. No. 2025-43, which is in the amount of Fifty five Thousand and thirty pesos (Php 55,030.00)

III. OBJECTIVES

To provide the required supplies to be used at the Stress Debriefing of City Public Order and Safety Coordinating Office for Batch 1 and 2 in the City of San Fernando, Pampanga

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		Ballpen Black	May 2025	CGSO CSFP
150		Steno notebook		
150		ID case 4" (L) x 6" (H) with lace pref. black		
150		Long plastic envelope pref. blue		
150		Scarf bandana handkerchief		
50		Cartolina pref. white and light blue		
20		Scissors		
20		1/8 illustration board		
20		Assorted balloons size 10		
20		Pencil, No. 2		
15		Assorted OSLO Construction papers		
15		Pentel pen pref. black		
10		Special paper 100's		
5		Plastic container with 120 L capacity color: white		
5		Plastic container with 9.5 L capacity color: white		
5		Paper cups		
5		Water pail with stainless steel handle (16L)		
5		All-purpose flour		
2		Plastic red pong cups		
1		White board marker pref black and red		

1		Tug of war rope (18mm x 10m)		
1		Dustless chalk		

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.
2. The Delivery Period shall be immediately after the approval of Notice To Proceed.
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.

- a. Provide the quantity of items 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., 30 days after delivery.
- 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.



LOUIE P. CLEMENTE
Department Head, CPOSCO

<p>CONFORME:</p> <p>Signature over Printed</p> <p>Name Date</p>
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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.

