



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 Supplies/Materials to be used for the Agency Employees' Day 2025 of the City Government of San Fernando, Pampanga**  
Location of the Project : **City Human Resource Management Office**

Company Name

Date :

**Jan 21, 2025**

PR No. :

**2025-01-00075**

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, January 27, 2025 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga**.

Canvassed by:

Approved by:

Janelle D.A. Tungcab

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	500	pc(s)	STENO NOTEBOOK			
2	50	pc(s)	DATA FILE BOX			
3	100	pack(s)	CARTOLINA, assorted colors			
4	1000	sheet(s)	A4 size cream board papers (for certificates)			
5	150	sheet(s)	Long size cream board papers (for certificates)			
6	30	pc(s)	BINGO Plastic Shaker			
7	2000	pc(s)	Flip Top BINGO Cards			
8	100	pc(s)	Adventurer Plastic Expanding Envelope Long (with handle)			
9	5	pc(s)	Big Tambiolo- Acrylic Juice Round Container 8L (Yellow, Green, Blue, Violet, Pink)			
10	1	pc(s)	BIG Tambiolo- Acrylic Juice Round Container 10L (Red)			
11	5	pc(s)	Tape Measure			
12	7	pc(s)	Hula Hoops Bamboo 60cm			
13	5	pc(s)	3XL Tshirt Yellow			
14	5	pc(s)	3XL Tshirt Green			
15	5	pc(s)	3XL Tshirt Orange			
16	5	pc(s)	3XL Tshirt Purple			
17	5	pc(s)	3XL Tshirt Pink			
18	100	pc(s)	700 ml Plastic Cups			
19	50	pc(s)	Construction Gloves			



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<b>Item No.</b>	<b>Qty</b>	<b>Unit</b>	<b>Item Description</b>	<b>Remarks</b>	<b>Unit Price</b>	<b>Total</b>
20	5	pc(s)	Stainless Whistle			
21	5	pc(s)	130cm/150cm/200cm Giant Inflatable Beach Ball Large Three-color Thickened Pvc Water Volleyball			
<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 SUPPLIES/MATERIALS TO BE USED FOR THE AGENCY EMPLOYEES' DAY 2025 OF THE CITY GOVERNMENT OF SAN FERNANDO, PAMPANGA

#### I. BACKGROUND

The City Government understands that a healthy workplace is built on a strong culture of wellness, recognizing that well-being is a continuous journey rather than a one-time event. With this in mind, the City has invested in making wellness a permanent part of its employees' lives through a comprehensive Health and Wellness Program. This program aligns with Agenda Number 2: Health and promotes a proactive approach to maintaining physical, mental, emotional, and financial health across all departments.

To support this vision, the City has implemented several key initiatives over the past years. Employees now have access to health cards; Annual Physical Examinations are required, supporting early detection and management of health concerns. In addition, wellness sessions, periodic breaks, fun runs, and Sportsfests have become regular features, encouraging team bonding and healthy lifestyle choices.

The City's wellness initiatives reflect a commitment to nurturing a positive workplace culture that prioritizes well-being. This culture is shaped by clear job expectations, motivational programs, and work-life balance options, all of which help employees feel supported, valued, and engaged. Recognizing that wellness is about more than the absence of illness, the City focuses on keeping employees' bodies, minds, and spirits in optimal condition to enhance productivity and resilience.

In light of this, the City proposes a celebration: Agency Employee's Day. This event will serve as the highlight of the Health and Wellness Program, reinforcing the importance of well-being, fostering camaraderie among employees, and acknowledging the collective commitment to creating a healthy, balanced, and productive work environment.

#### II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply and Delivery of Supplies/Materials to be used for the Agency Employees' Day 2025 of the City Government of San Fernando, Pampanga shall be charged to the City Human Resource Management Office's Health and Wellness Fund and is included in the PPMP with Ref. No. 2025-1375 and is already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of ONE HUNDRED FIFTY THOUSAND PESOS (**P150,000.00**).

#### III. OBJECTIVE

The Materials for Group Dynamics shall be utilized during the conduct of **Agency Employees' Day 2025** implemented by the City Human Resource Management Office on February 2025.

#### IV. TERMS AND CONDITIONS

During the procurement process and delivery/ implementation of the contract, the end- user and the supplier/ contractor shall follow the product specification below:

a. Specifications/ Schedule of Requirements

Particulars	QTY	Date of Delivery	Location
STENO NOTEBOOK	500	February 2025	CGSO Central Storage
DATA FILE BOX	50		
CARTOLINA, assorted colors	100		
A4 size cream board papers (for certificates)	1000		
Long size cream board papers (for certificates)	150		
BINGO Plastic Shaker	30		
Flip Top BINGO Cards	2000		
Adventurer Plastic Expanding Envelope Long (with handle)	100		
Big Tambiolo- Acrylic Juice Round Container 8L (Yellow, Green, Blue, Violet, Pink)	5		
BIG Tambiolo- Acrylic Juice Round Container 10L (Red)	1		
Tape Measure	5		
Hula Hoops Bamboo 60cm	7		
3XL Tshirt Yellow	5		
3XL Tshirt Green	5		
3XL Tshirt Orange	5		
3XL Tshirt Purple	5		
3XL Tshirt Pink	5		
700 ml Plastic Cups	100		
Construction Gloves	50		
Stainless Whistle	5		
130cm/150cm/200cm Giant Inflatable Beach Ball Large Three-color Thickened Pvc Water Volleyball	5		

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 on February 2025.
  2. During the delivery, strictly follow the provisions enumerated in the Terms and Condition of the PO/ Contract including the Delivery Schedule, Penalty, among others.
  3. In case that 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.
  4. Coordination with the supplier/ contractor shall be the function of the CGSO- PMD as its mandate.
  5. 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 End- user shall accept the delivery with the (1) delivery receipts, and submit immediately to the Inspector or CGSO- PSMD together with two (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**

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

- a. Provide the quantity of 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.

Prepared and submitted by:

  
Laurence Andrade  
Procurement Officer- CHRMO

Approved by:

  
Gian Carlo R. Angeles  
Acting CHRM Officer

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.