



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 Purified Drinking Water to be used at the City Engineer's Office for the year 2025 in the City of San Fernando, Pampanga subject Ordering Agreement**

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

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

\_\_\_\_\_  
Address

Date : **Jan 28, 2025**

PR No. : **2025-01-00103**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Tuesday, February 4, 2025 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga**.

Canvassed by: \_\_\_\_\_ Approved by: \_\_\_\_\_

Monalyn M. Aquino  
Administrative Aide VI (Buyer II)

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	1980	container(s)	Purified Drinking Water (5gallons/container)			
<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

**Project Title :** **Supply and Delivery of Purified Drinking Water to be used at City Engineer's Office for year 2025 in the City of San Fernando, Pampanga subject to Ordering Agreement**

**Project Location:** **City Engineer's Office, City of San Fernando, Pampanga**

**Background:** Pursuant to Section 454 (a), Chapter 2 of Republic Act (RA) 7160 known as the Local Government Code of 1991, the City Engineer is one of the mandatory position and/or official that must be included in the City Government. The creation of the City Engineer's Office CEO and its functions was based on the mentioned Code.

As enumerated in Article 7 Section 477 of the same, the functions of the CEO shall be focused on (1) initiating, reviewing and recommending policies, programs, plans and procedures in infrastructure development and public works, (2) administering, coordinating, supervision, control of construction, maintenance, improvement and repair of roads, bridges and other engineering and public works projects, (3) provision of Engineering Services to the City, among others.

Republic Act 11058 titled " An Act strengthening the compliance with occupational safety and health standards and providing penalties for violating thereof" provides that the State shall protect every worker against injury, sickness or death through safe and healthful working conditions thereby assuring the conservation of valuable manpower resources and prevention of loss or damage to lives and properties consistent with national development goals, and with the State's commitment to the total development of every worker as a complete human being.

Upholding the above provisions while being diligent with the above duties and responsibilities, we realize that provision of water to employees is one of the ways to promote a healthy lifestyle especially those in the office with limited time to buy water outside the office. Thus, this project.

**Objective/s:** The main goal of the project is to provide water to CMO personnel in cognizant with the provisions of RA 11058 to promote a healthy lifestyle among employees.

**Approved Budget :** Total approved amount Seventy Nine Thousand Two Hundred Pesos  
(Php. 79,200.00)

### **Minimum Requirement for the Supplier**

1. The Supplier must ensure the specifications and schedule of requirements indicated in the Delivery Order Contract and Order List are being followed.

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<b>Description</b>	<b>Quantity</b>	<b>Unit</b>	<b>Unit Cost</b>	<b>Total Cost</b>
Purified Drinking Water (5 gallons/container)	1980	containers	40.00	79,200.00
<b>TOTAL</b>				<b>79,200.00</b>

- 2. The supplier must be compliant with the IATF Health and Safety Protocols.
- 3. The Supplier must follow the procurement, delivery 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:

- a. Provide the quantity of purified drinking water 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.

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Project Location: **City Engineer's Office, City of San Fernando, Pampanga**

Prepared by:

**AIMERIE 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.*