



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 CGSO-Utility and Maintenance Services Division for the year 2025 in the City of San Fernando, Pampanga subject to Ordering Agreement**

Location of the Project : **City General Services Office - Utility and Maintenance Services Division**

Company Name

Address

Date : **Jan 30, 2025**

PR No. : **2025-01-00135**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Wednesday, February 5, 2025 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga.**

Canvassed by: _____ Approved by: _____

Lorraine Kate M. Escoto

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	1700	container(s)	Purified Drinking Water (5gals/container(s))			
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 PURIFIED DRINKING WATER TO BE USED AT THE CGSO-UTILITY AND MAINTENANCE SERVICES DIVISION IN THE CITY OF SAN FERNANDO, PAMPANGA SUBJECT TO ORDERING AGREEMENT

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.

In the City General Services office (CGSO) of the City Government of San Fernando, Pampanga, the Resource Management and Administrative Division, as a newly created division by virtue of Ordinance No. 2018-008, An Ordinance approving the 2018 Partial Reorganizational Structure and Staffing (PRSSP) of the City Government of San Fernando (P), shall carry out functions as mandated by law such as to establish and execute internal controls over the department's operational procedures, ensure compliance on standards and procedures prescribed by governing laws, COA Resolution, DBM Circulars and other policies, prepare administrative related reports and documents in compliance with or as required by other departments/offices, among others.

Considering the number of hours being spent by the office-based personnel to perform daily operation of the Division, access to water supply and potable water at workplace are necessary to ensure their health and protection hence, the Supply and Delivery of Purified Drinking Water at the CGSO-Utility and Maintenance Services Division for the Year 2025 subject to Ordering Agreements is being proposed.

II.BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply and Delivery of Purified Drinking Water to be used at the CGSO-Utility and Maintenance Services Division in the City of San Fernando, Pampanga subject to Ordering Agreement, is included in the PPMP with Ref. No. 2025-760 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of SIXTY EIGHT THOUSAND PESOS (P68,000.00).

III.OBJECTIVES

The objectives of the Supply and Delivery of Purified Drinking Water to be used at the CGSO-Utility and Maintenance Services Division in the City of San Fernando, Pampanga subject to Ordering Agreement are as follows:

1. To ensure that the personnel have access to potable water for health reasons; and
2. To ensure the continuous efficiency and active performance of personnel.

IV.TERMS OF CONDITIONS

During the procurement process and delivery/implementation of the contract, the End-user and the supplier/contract shall:

- a. Specification/Schedule of Requirements

Qty.	Unit	Item Description/ Specification	Delivery Date	Location
1700	Container	Purified Drinking Water	Upon approval of delivery contract up to December, 2025	CGSO-UMSD, Motorpool Compound, New Public Market, Del Pilar

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/contractor.
3. The supplier/contractor must have an existing and legal Water Refilling Station to ensure the continuous supply of procurements that conforms with the provisions of Presidential Decree No. 856 otherwise known as the Code on Sanitation of the Philippines and Department of Health (DOH) Administrative Order No. 10 series of 2017, which prescribes the standards and procedures the standards and procedures on drinking-water quality aiming to protect the public and consumer's health.
4. If the procurement process reaches the ensuing year, observe that the allowed delivery is only up to what is stipulated in the contract.
5. 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).
6. Ensure to supply the requirements upon issuance of DOC.
7. 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)/Delivery Order Contract (DOC), No Delivery " Policy and comply with the delivery period.
2. The Delivery Period shall be from upon approval of delivery contract up to December, 2025.
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 specification, 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 and to immediately notify the supplier/contractor in case of any concern 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.

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 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/contractor i.e., 15 days after the month.
- 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 by:

REVIEWED BY:


ROLANDO D. LOPEZ
UMSD-Procurement Officer


Engr. ROMEL S. SALVADOR
CGSO-UMSD Head

APPROVED BY:


Engr. MICHAEL N. QUIZON, JR.
City General Services Officer

CONFORME:

Signature over Printed Name

Date

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 performance of the supplier/ contractor