



Republic of the Philippines

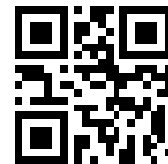
Province of Pampanga

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 Advocacy T-Shirts to be used during the Women's Month 2025 - International Women's Day Purple Walk on March 2025 in the City of San Fernando, Pampanga.**

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


	Date :	Feb 19, 2025
	PR No. :	2025-02-00310
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, February 25, 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	600	pc(s)	T-SHIRT (PURPLE) -Cotton -with CSFP LOGO - WOMEN'S MONTH 2025 THEME " BABAE sa LAHAT ng SEKTOR, Aangat ang Bukas sa Bagong Pilipinas"			
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 Advocacy T-Shirts to be used during the Women's Month 2025 - International Women's Day Purple Walk on March 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.

II. BUDGETARY REQUIREMENT

"We need WOMEN a all levels, including the top leadership, to change the dynamic; reshape the conversation to make sure women's voices are heard and headed not overlooked and ignored" Sheryl Sandberg, Facebook's Chief Operating Officer.

The Celebration of the International Women's Day on March 8 is a global event, recognizing the organizing effort of women in the early 20th century by working women in the United States under the National Women Trade Union Leaguer and other groups who protested low wages, lack of protective legislation and harsh working condition of women in the labor force. The subsequent observances of March 8 worldwide invoked the outrageous working conditions of women and unfair labor practices leading up to disaster.

Recognizing the Women's contribution to societies around the world, the United Nations had officially declared March 8 as the International Women's Day.

The City Government of San Fernando led by its hardworking 1st Woman Local Chief Executive consistently adheres for the protection, promotion and defense of the rights of Women. And by consistently advocating genuine women empowerment in the city by strengthening its GAD mainstreaming and consolidating various women's organizations.

III. OBJECTIVES

1. To disseminate the importance of the Women's Month/Women's Day celebration from the city to the grassroot level.
2. To strengthening unity of the women's sector, regardless of their status in life.
3. Promote cooperation and establish strong partnership with different women's organizations/associations in defense, promotion and protection of women/human rights.
4. Continuously promote healthy lifestyle among the Fernandina.

SOURCE OF FUNDS: SPA-GAD ADVOCACY PROGRAM 3000-2-1-13-013-006

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
600	pax	T-SHIRT (PURPLE) - Cotton -with CSFP LOGO - WOMEN'S MONTH 2025 THEME "BABAE sa LAHAT ng SEKTOR, Aangat ang Bukas sa Bagong Pilipinas"	March 3, 2025	City General Services Office, Motorpool Compound, New Public Market, Brgy. Del Pilar, CSFP

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 conform by the supplier/ contractor.
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 to supply the requirements upon issuance of DOC.
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)/ Delivery Order Contract (DOC), No Delivery" Policy and comply with the delivery period.
2. The Delivery Date shall be on March 3, 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 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 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 of 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.

DELIVERABLES BY THE SUPPLIER/ CONTRACTOR AND THE CITY GOVERNMENT

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

- a. Provide the quantity of supplies (T-Shirt) being required by the project/program; and
- b. Strictly follow the specifications and timely provision of requirements based on the delivery schedule.

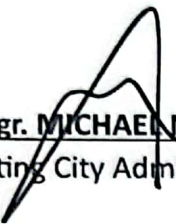
The deliverables of the City Government shall be as follows:

- 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 and submitted by:


Ms. AMALIA A. CATA CUTAN
GFPS TWG CHAIRPERSON
Procurement Officer/End-User

Approved by:


Engr. MICHAEL N. QUIZON Jr.
Acting City Administrator

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 the performance of the supplier/ contractor.