



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 Mayor's Office with attached agencies for 1st Semester of 2025 in the City of San Fernando, Pampanga subject to Ordering Agreement**

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

Company Name

Address

Date : **Mar 3, 2025**

PR No. : **2025-02-00404**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Monday, March 10, 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	2000	container(s)	Purified Drinking Water (5 gallons/container)			
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

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Project Location: **City of San Fernando, Pampanga**

Background:

Purified and bottled drinking water is one of the essential services that the City Mayor's Office provides to its clients and visitors. By offering and providing bottled water, it shows hospitality and care towards the people that the mayor and the office meet and provide their services to. The simple gesture of giving water indicates and contributes to a well-being and relaxing environment that is essential in setting up places conducive for dealing with and coordinating matters for the proper execution of the local government of the city of San Fernando, Pampanga.

Objective/s

- To provide for the necessities and comfort of the daily visitors and clients thru courtesy calls of the City Mayor's Office.
- To contributes to a well-being and relaxing environment that is essential in setting up places conducive for dealing with and coordinating matters for the proper execution of plans based on the courtesy calls conducted.

Budgetary Requirements:

The Approved Budget for the **Supply and Delivery of Purified Drinking Water to be used at the City Mayor's Office with attached agencies for 1st Semester of 2025 in the City of San Fernando, Pampanga subject to Ordering Agreement** at the City of San Fernando, Pampanga is included in the PPMP with Reference Number 2025-238 and Already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of P80,000.00 amount in figure or Eighty Thousand Pesos amount in words.

Minimum Requirement for the Supplier

1. The Supplier must ensure the specifications and schedule of requirements indicated in the Purchase Order.

A. The Supplier must ensure the following details:

Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	Container(s)	Purified drinking water (5 gallons/container)	2,000	40.00	80,000.00
TOTAL:					P80,000.00

2. The concerned office thru the Designated Procurement Officer will inform the supplier for the whole details of the delivery at least 1 – 2 days before the event to provide the order as per approved Delivery Order Contract and Order List.

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3. The supplier must be open for any changes and cancellation of orders for the unforeseen circumstances.
 4. The supplier must be compliant with the IATF Health and Safety Protocols.
 5. 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 the Purified 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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Prepared by:


Walter C. Navarro
Procurement Officer

Noted by:


REYMUNDO M. HIPOLITO JR.
Chief of Staff

Conforme:

Signature Above 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.