



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, Delivery and Installation of Hardware Materials to be used for the Improvement of the Office of City Mayor at Heroes Hall, City of San Fernando, Pampanga**

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

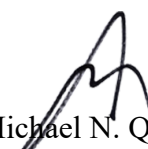
	Date :	Mar 10, 2026
	PR No. :	2026-03-00399
Address		

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Tuesday, March 17, 2026 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga**.

Canvassed by:

Approved by:

Ana Liza C. Zablan
Administrative Assistant III (Buyer III)


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	11	pc(s)	Double Face Melamine Plywood			
2	24	pc(s)	Concealed Hinges			
3	1	kg(s)	Nails			
4	1	gal(s)	Wood Glue			
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

Project Title : **SUPPLY, DELIVERY, AND INSTALLATION OF HARDWARE MATERIALS TO BE USED FOR THE IMPROVEMENT OF THE OFFICE OF CITY MAYOR**

Project Location: **HEROES HALL, CITY OF SAN FERNANDO, PAMPANGA**

Background: As written in Section 15-General Welfare- of Republic Act (RA) 7160 known as the Local Government Code of 1991 – “Within their respective territorial jurisdictions, local government units shall ensure and support, among other things, the preservation and enrichment of culture, promote health and safety, enhance the right of the people to a balanced ecology, encourage and support the development of appropriate and self-reliant scientific and technological capabilities, improve public morals, enhance economic prosperity and social justice, promote full employment among their residents, maintain peace and order, and preserve the comfort and convenience of their inhabitants”.

Further, pursuant to Section 2 of Republic Act 6713, known as the Code of Conduct and Ethical Standards for Public Officials and Employees, “Public officials and employees shall at all times be accountable to the people and shall discharge their duties with utmost responsibility, integrity, competence, and loyalty, act with patriotism and justice, lead modest lives, and uphold public interest over personal interest”.

The Construction and Maintenance Division of the City Engineer’s Office is responsible for implementation, administration of construction, repair and maintenance of roads, bridge, drainage system, public building and other structures/facilities of public usage within the city.

The function of the Division does not end on public buildings and structures. We believe that repair and maintenance of infrastructure projects at various barangays that are initiated by non-government organizations and/or individuals but are benefitting the whole community needs the support from the City Government. Thus, hardware materials to be granted to private individuals, non government org, among others is proposed.

Objective/s: The main goal of the project is to perform the Division mandate and/or function for the effective and efficient repair, improvement and maintenance of building and other structure/facilities for public usage within the City of San Fernando, Pampanga.

Approved Budget : Sixty Three Thousand Four Hundred Forty Eight Pesos (P63,448.00)

TERMS OF REFERENCE

Project Title : **SUPPLY, DELIVERY, AND INSTALLATION OF HARDWARE MATERIALS TO BE USED FOR THE IMPROVEMENT OF THE OFFICE OF CITY MAYOR**

Project Location: **HEROES HALL, CITY OF SAN FERNANDO, PAMPANGA**

Minimum Requirement for the Supplier

1. The Supplier must ensure the specifications of requirements indicated in the Bill of Materials and Order List are being followed. Supplier shall be informed a day before the delivery upon approval of the Order List.

DESCRIPTION	QUANTITY	UNIT	DELIVERY DATE	DELIVERY LOCATION
Double Face Melamine Plywood	11.00	pcs	30 DAYS Upon Issuance of PO and NTP	City Central Storage, Del Pilar, City of San Fernando, Pampanga.
Concealed Hinges	24.00	pcs		
Nails	1.00	kg		
Wood Glue	1.00	gal		

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 hardware 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 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.

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Project Title : **SUPPLY, DELIVERY, AND INSTALLATION OF HARDWARE MATERIALS TO BE USED FOR THE IMPROVEMENT OF THE OFFICE OF CITY MAYOR**

Project Location: **HEROES HALL, CITY OF SAN FERNANDO, PAMPANGA**

- 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:


AIMERIE G. SAMPANG
Procurement Officer

Noted by:


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.