



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 Supplies/Materials to be used for the Kayabe Infirmary for 2026 in the City of San Fernando, Pampanga**
Location of the Project : **City Health Office**

Company Name

Date : **Apr 8, 2026**

PR No. : **2026-02-00306**

Address

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Wednesday, April 15, 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	10	pc(s)	Fire Extinguisher 20lbs			
2	1	pc(s)	Digital food scale Gross Weight 0.47 kg Volumetric Weight 0.33 kg Dimensions 26.7 x 17.4 x 2.5 cm			
3	1	pc(s)	Stove (double burner) Double burner gas stove Energy efficient burner Stainless steel body Detachable trivet for easy cleaning			
4	2	pc(s)	Gas Tank Type / Quality Level Liquefied Petroleum Gas (LPG) 11 kilos – Ideal for residential and commercial use. Available in snap-on and POL valve.			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
5	1	pc(s)	Utility cart Supported Weight: 50kg Dimension (L x W x H): 85x45x90 Max Capacity: 50kg Size: Medium Layer: 3			
6	60	pc(s)	Garbage Receptacle with Cover color-coded) 120L (Green, Blue ,Red, Yellow and Black)			
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 Supplies/Materials to be used for the Kayabe Infirmary for 2026 in the City of San Fernando, Pampanga

I. BUDGETARY REQUIREMENT

The budgetary requirement for the Supply and Delivery of Supplies/Materials to be used for the Kayabe Infirmary for 2026 in the City of San Fernando, Pampanga is included in the PPMP with the Ref. No. 2026-1644 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **ONE HUNDRED TWENTY-THREE THOUSAND PESOS (P 123,000.00)**.

II. OBJECTIVES

The objectives of the Supply and Delivery of Supplies/Materials to be used for the Kayabe Infirmary for 2026 in the City of San Fernando, Pampanga are as follows:

1. To ensure completeness of office supplies; and
2. To ensure uninterrupted flow of operation through availability of office supplies.

III. 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
60	pc(s)	Garbage Receptacle with Cover color-coded) 120L (Green, Blue ,Red, Yellow and Black)	20 Days upon Issuance of PO and NTP.	Central Storage, New Public Market, Brgy. Del Pilar, CSFP
1	pc(s)	Utility cart Supported Weight: 50kg Dimension (L x W x H): 85x45x90 Max Capacity: 50kg Size: Medium Layer: 3		
2	pc(s)	Gas Tank Type / Quality Level Liquefied Petroleum Gas (LPG) 11 kilos – Ideal for residential and commercial use. Available in snap-on and POL valve.		
1	pc(s)	Stove (double burner) Double burner gas stove Energy efficient burner Stainless steel body Detachable trivet for easy cleaning		

1	pc(s)	Digital food scale Gross Weight 0.47 kg Volumetric Weight 0.33 kg Dimensions 26.7 x 17.4 x 2.5 cm		
10	pc(s)	Fire Extinguisher 20lbs		

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. If the procurement process reaches the ensuing year, observe that the allowed transaction 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 Period shall be on **20 Days upon Issuance of PO and NTP.**
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.

d. Inspection and Acceptance

1. The CGSO- PSMD shall inspect and accept the delivery.
2. The supplier/contractor shall present the PO and issue Sales Invoice.
3. The CGSO- PSMD shall prepare the corresponding Inspection and Acceptance Report/s.

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.

IV.DELIVERABLES BY THE SUPPLIER/ CONTRACTOR AND THE CITY GOVERNMENT

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

- a. Provide the quantity of the items 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 delivery.
- b. End- user shall monitor the delivery.
- c. The Procurement Officer shall assist in the monitoring and on- time payment of the supplier/ contractor.
- 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:



HOMER S. CRUZ
Procurement Officer/ End- user

Approved by:


ROWENA L. SALAS, MD
City Health Officer II

CONFORME:
_____ Signature over Printed Name
_____ Date

Note: The 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.