



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 : **Printing and Delivery of Printed Report Forms for business establishments to be used at the City Environment and Natural Resources Office for the year 2023 in the City of San Fernando, Pampanga**

Location of the Project : **City Environment and Natural Resources Office**

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

Date : **Mar 6, 2023**

PR No. : **2023-03-00411**

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 13, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga**.

Canvassed by:

Approved by:

Jeffrey Ross M. Navarro  
Administrative Assistant III (Buyer III)

  
Atty. Jose Elmer Y. Teodoro  
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	500	booklet(s)	Inspection Report Form for Business Establishments -legal size -carbonized (duplicate) -colored -100 sheets			
<b>Total Amount:</b>						

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

Printing and Delivery of Printed Report Forms for business establishments to be used at the City Environment and Natural Resources Office for the year 2023 in the City of San Fernando, Pampanga

### I. BACKGROUND

As per implementation of Republic Act 9003 or the Ecological Solid Waste Management Act of 2000, the City government of San Fernando enacted ordinances on the implementation of such. The processing of Environmental Management Permit is ISO certified since 2005, the continuous implementation of this service requires resources for its documentation.

### II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the Printing and Delivery of Printed Forms to be used at the City Environment and Natural Resources Office in the City of San Fernando, Pampanga, is included in the PPMP with Ref. No. 2023-1000 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of TWO HUNDRED THOUSAND PESOS (P 200,000.00).

### III. OBJECTIVES

The objectives of the Printing and Delivery of Printed Forms to be used at City Environment and Natural Resources Office in the City of San Fernando, Pampanga are as follows:

1. To ensure enforcement of the R.A 9003, City Ordinances and other Environmental Laws
2. To ensure the continuous and timely delivery of basic services; and
3. To provide customer satisfaction.

### 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
500	pad(s)	Inspection Report for Business Establishments  Legal Size Carbonized(duplicate) Colored 100sheets	March 2023	City General Services Office, Central Storage, 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 conformed 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 Period shall be from March 2023\_
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 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 AcceptanceReport/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.

**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 printed forms 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:



Maria Teresa Q. Doble  
Acting CENRO-I  
Head/ End- user

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.*





f.