



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 Photocopier Machine to be used at the City Budget Office in the City of San Fernando, Pampanga**

Location of the Project : **City Budget Office**

Company Name

Date : **Jun 22, 2023**PR No. : **2023-06-01373**

Address

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Thursday, June 29, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga**.

Canvassed by:

Approved by:

Monalyn L. Moulic
Administrative Aide VI (Buyer II)

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	1	unit(s)	Photocopier Machine Printing & Copying Speed: A4 max. 36 ppm A3 max. 18 ppm Print System: Laser Gradation: 256 Paper Feeder Standard 1,100 sheets, max. 3,600 sheets 500 sheets universal cassette, (A5-A4, 60-220 gsm) 500 sheets universal cassette, (A5-A3, 60-220 gsm) 100 sheets bypass tray (A5-A3, custom sizes 60-220 gsm) Warm up time: Approx. 20 sec. Printer Specification Controller: embedded controller with 1.2 GHz System Memory Standard: 2,048 MB Resolution: 1,800 x 600 dpi Mobile Printing: AirrPrint (iOS), Mopria (Android), Google Cloud Print (optional), WiFi Direct (optional) iNEOPRINT (iOS & Android), PageScope Mobile (iOS & Android) NFC			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
			Authentication and Paring (Android) Interfaces: Ethernet 10 BaseT/100 BaseT/1000 BaseT/USB 2.0, Scanning Specification Type of Scanning: Scan to email/FTP/Box (HDD)/PC/SMB/WebDAV/Me/Home/USB/DPWS/Network TWAIN Resolution: 600x600 dpi Scanning Speed: Max. 45 opm (Color & B/W) Size of Original: Max. A3 size Scanning Formats: TIFF, PDF, Compact PDF, JPEG, XPS, compact XPS, pptx, docx, xlsx, searchable PDF, PDF/A, linearised PDF Copy Specifications Duplex Document Feeder: Up to 100 originals; A6-A3 Copy pre-selection: 1-9,999 Zoom: 25-400% in 0.1% steps, auto zooming First A4 Copy: 4.3 sec. Memory: 2 GB RAM HDD: 250 GB (optional) Resolution: 600x600 dpi			
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



CITY OF SAN FERNANDO

CITY BUDGET OFFICE

TERMS OF REFERENCE

SUPPLY AND DELIVERY OF PHOTOCOPIER MACHINE TO BE USED AT THE CITY BUDGET OFFICE 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.

To realize the City's vision to be the Model City of Countryside Development by 2025 and in line with the City Budget Office's mission to have a highly institutionalized budget process & strict implementation of the allotment system.

To be used for copying, printing necessary forms and Budget related Documents.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply and Delivery of Photocopier Machine to be used at the City Budget Office of the City of San Fernando, Pampanga is included in the PPMP with Ref. No. 2023-1899 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **TWENTY THOUSAND PESOS (P239,000.00)**.

III. OBJECTIVES

The objectives of the Supply and Delivery of Photocopier Machine to be used at the City Budget Office City of San Fernando, Pampanga.

1. To acquire high quality Photocopier Machine from a local supplier who will meet and respond to the needs of City Budget Office.
2. To ensure the continuous efficiency and active performance of the department.

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
1	Unit(s)	Photocopier Machine Printing & Copying Speed: A4 max. 36 ppm A3 max. 18 ppm Print System: Laser Gradation: 256 Paper Feeder Standard 1,100 sheets, max. 3,600 sheets 500 sheets universal cassette, (A5-A4, 60-220 gsm) 500 sheets universal cassette, (A5-A3, 60-220 gsm) 100 sheets bypass tray (A5-A3, custom sizes 60-220 gsm)	20 days after the issuance of purchase order/ Notice to proceed	Central Storage, New Public Market, Brgy. Del Pilar, CSFP

	<p>Warm up time: Approx. 20 sec.</p> <p><u>Printer Specification</u> Controller: embedded controller with 1.2 GHz System Memory Standard: 2,048 MB Resolution: 1,800 x 600 dpi Mobile Printing: AirrPrint (iOS), Mopria (Android), Google Cloud Print (optional), WiFi Direct (optional) iNEOPRINT (iOS & Android), PageScope Mobile (iOS & Android) NFC Authentication and Paring (Android) Interfaces: Ethernet 10 BaseT/100 BaseT/1000 BaseT/USB 2.0,</p> <p><u>Scanning Specification</u> Type of Scanning: Scan to email/FTP/Box (HDD)/PC/SMB/WebDAV/Me/Home/USB/DPWS/Network TWAIN Resolution: 600x600 dpi Scanning Speed: Max. 45 opm (Color & B/W) Size of Original: Max. A3 size Scanning Formats: TIFF, PDF, Compact PDF, JPEG, XPS, compact XPS, pptx, docx, xlsx, searchable PDF, PDF/A, linearised PDF</p> <p><u>Copy Specifications</u> Duplex Document Feeder: Up to 100 originals; A6-A3 Copy pre-selection: 1-9,999 Zoom: 25-400% in 0.1% steps, auto zooming First A4 Copy: 4.3 sec. Memory: 2 GB RAM HDD: 250 GB (optional) Resolution: 600x600 dpi</p>		
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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 **20 days after issuance of Purchase Order/Notice to proceed.**
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 - PMSD 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.
4. The supplier contractor through the end- user, shall provide the CGSO- PSMD with the proof of publication and issue delivery receipt or Sales Invoice.
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 Photocopier Machine 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 by:

Approved by:


LORNA T. RODRIGUEZ
Procurement Officer


RIZZEL Y. MANGILIT
Acting City Budget Officer I

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.