



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 : **Contract of Service for the Publication of Approved Ordinances of the Sangguniang Panlungsod for the month of December 2023 in the City of San Fernando, Pampanga subject to Ordering Agreement**

Location of the Project : **Office of the Sangguniang Panglungsod**

\_\_\_\_\_  
Company Name Date : **Jul 14, 2023**

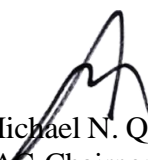
\_\_\_\_\_  
Address PR No. : **2023-07-00005**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Wednesday, July 19, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, 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	41.5	page(s)	Contract of Service for the Publication of Approved Ordinances of the Sangguniang Panlungsod for the month of December 2023 in the City of San Fernando, Pampanga, subject to ordering agreement			
<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

## TERM OF REFERENCE

### CONTRACT OF SERVICE FOR THE PUBLICATION OF APPROVED ORDINANCES OF THE SANGGUNIAG PANLUNGSOD FOR DECEMBER 2023 IN THE CITY OF SAN FERNANDO, PAMPANGA FOR SUBJECT TO ORDERING AGREEMENT

#### I. BACKGROUND

Pursuant to the Republic Act No. 7160 otherwise known as the Local Government Code of 1991 Particularly Chapter 3 Section 48, *Local Legislative power shall be exercised by the Sangguniang bayan for the municipality; and the Sangguniang barangay for the Barangay.*

Further, Section 458 (a) of the Code provides *that the Sangguniang Panlungsod, as the legislative body of the city, shall enact ordinances, approve resolutions and appropriate funds for the general welfare of the city and its inhabitants pursuant to section 16 of the Code and in the proper exercise of the corporate powers of the city as provided for under section 22 of the Code, and shall: (1) Approved ordinances and pass resolutions necessary for an efficient and effective city government, among others*

Accordingly, Sections 59 (c) of the Code *provides that the gist of all ordinances with penal sanctions shall be published in a newspaper of general circulations within the province where the local legislative body concerned belongs. In the absence of any newspaper of general circulations within the province, posting of such ordinances shall be made in all municipalities and cities of the province where the Sanggunian of origin is situated.*

In compliance with the above premises, the Office of the Sangguniang Panlungsod is proposing Contract of Service for the Publication of Approved Ordinances of the Sangguniang Panlungsod for December 2023 subject to the Ordering Agreement.

#### II. BUDGET REQUIREMENT

The Budgetary requirement for the Contract of Service for the Publication of Approved Ordinances of the Sangguniang Panlungsod for December 2023 in the City of San Fernando, Pampanga is included in the PPMP with the Ref. No. 2023- 168 and already included in the Annual Procurement Plan (APP) of the City Government, which is amounting **FOUR HUNDRED NINETY-EIGHT THOUSAND PESO (P498,000.00).**

#### III. OBJECTIVES

THE OBJECTIVES FOR THE Contract of Service for the Publications of Approved Ordinances of the Sangguniang Panglungsod for December 2023 in the City of San Fernando, Pampanga are as follows:

1. To Meet the requirement of the law to publish approved Ordinances relating but not limited to Borrowings, Penal Provisions, Ordinances general in character and for purposes of information, in order for it to take effect; and

2. To keep the public update and informed with the newly approved local laws in the City of San Fernando, Pampanga

#### IV. SCOPE OF THE SERVICES

The City Government of San Fernando through the Office of the Sangguniang Panlungsod, shall engage the services of a supplier which can provide the following

1. Publications of the City Ordinances in the local newspaper of general circulations, number of pages and issues may vary depending on the City Ordinances
2. Ensure information and dissemination of approved City Ordinances by publication to local newspaper of general circulation.
3. Provide billing statement, newspaper, affidavit of publication and advertising rate for every transaction of the City.

#### V. TERM AND CONDITIONS

During the procurement process and delivery/ Implementation of the contact, the end-user and the supplier/ contactor shall:

- a. Specifications/Schedule of Requirements

Qty	Unit	Item Descriptions /Specifications	Delivery Date	Location
41.5	Pages	Publications Approved Ordinances	Month Delivery Order Contract (DOC)	OSP- Heroes Hall, San Juan, CSFP

- b. Procurement Process

1. If the procurement process reaches the ensuring year, observed that the allowed delivery is only up to what is stipulated in the contract.
2. 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

##### For the End-user;

1. Ensure the completion of the documents in order to proceed with the procurement process.
2. Present clearly this TOR during the Pre-Bid Conference for the information of the prospective bidders/s (for Competitive/Public Bidding), and present by the Buyer with the assistance of the End-user (for Alternative Methods of Procurement)

##### For the supplier/ provider

1. Ensure the completion 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.
2. Ensure to supply the requirements upon issuance of DOC.



**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 **December 1-30, 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 Divisions (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 outside delivery, ensure the coordination with the inspection from the CGSO-Property and Supply Management (PMSD) for the inspection of the delivery in term of quality and to immediately notify the supplier/ contractor in case of any concern before the acceptance.

**d. Inspection and Acceptance**

1. The End-user shall accept the delivery with the (1) receipt, and submit immediately to the Inspector of CGSO-PMSD together with the (2) attendance sheet/s as part of utilization where the quantity of the delivery is the same as the number of attendance and photo documents of the delivery.
2. The supplier/ contractor through the end- user, shall provided the CGSO-PSMD with the proof of publications and issue delivery receipt or Sales Invoice. Such documents will be used in notifying the concern offices on the transaction such as the City Accountant's Office (CaccO) and Commission on Audit (CAO) to include the same in payables.  
Such documents will be used in notifying the concerned offices on the transaction such as the City Accountant's Office (CAccO) and Commission on Audit (COA) to include the Same in the Payables.

**VI. DELIVERABLES BY THE SUPPLIER/ CONTRACTOR AND CITY GOVERNMENT**

1. **The Deliverables of supplier/ contactor shall be as follows:**
  - a. Provide the item required by the project, the number of pages for the publications of an ordinance/s in this case;
2. **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. The end-user shall assist in the monitoring of the delivery and on-time payment of the supplier.
  - c. Provide necessary and readily available documents such as during the conduct of post-audit.
  - d. Evaluate the performance of the supplier /contractor and in case there is a violation on the Contract/ Agreement, prepare a Verified Report.

Prepared by:

  
**AIREEN L. BALINGIT**  
Supply Officer

Approved by:

  
**MARLENE YALUNG**  
Admin Officer IV

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.