



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 Inventory Sticker to be used at City General Services Office - Property and Supply Management Division for 2023 in the City of San Fernando, Pampanga**

Location of the Project : **City General Services Office - Property and Supply Management Division**

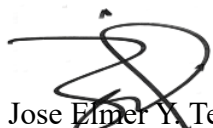
Company Name \_\_\_\_\_ Date : **Jul 5, 2023**  
PR No. : **2023-07-01467**  
Address \_\_\_\_\_

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Wednesday, July 12, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga**.

Canvassed by:

Approved by:

Mikkole R. Tuaño

  
Atty. Jose Ender 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	13000	pc(s)	Inventory Sticker for Furniture, Fixtures and Equipment (ARE) --size: 4" x 3" --matte finish --waterproof			
2	15800	pc(s)	Inventory Sticker for Furniture, Fixtures and Equipment (ICS) --size: 4" x 3" --matte finish --waterproof			
<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 INVENTORY STICKERS TO BE USED BY THE CITY GENERAL SERVICES OFFICE – PROPERTY AND SUPPLY MANAGEMENT DIVISION IN THE CITY OF SAN FERNANDO PAMPANGA**

#### **I. BACKGROUND**

Pursuant to RA No. 7160 otherwise known as the Local Government Code of 1991, particularly Section 444 provides that the Chief Executive shall exercise general supervision and control over all programs, projects, services and activities of the local government. As stated in the Section 2 of the Presidential Decree No. 1445 otherwise known as the State Auditing of the Philippines, that “all resources of the government shall be managed, expended or utilized in accordance with laws, rules, regulations and safeguarded against loss or wastage through illegal or improper disposition with the view of ensuring the economy, efficiency and effectiveness in the operation of the government.

Inventory Management is one of the important functions of our operations at the Property and Supply Management Division. A common challenge in the inventory management is to maintain the accuracy of the inventory. Property, Plant and Equipment (PPE) generally constitute a significant portion of the total assets of the city government, usually comprising more than fifty percent (50%) thereof, thus, providing a proper documentation and monitoring of inventory of PPEs is important for the reliable and verifiable existence, condition and accountability of inventories.

#### **II. BUDGET REQUIREMENT**

The Budgetary requirement for Printing and Delivery of Inventory Sticker to be used at the City General Services Office - Property and Supply Management Division in the City of San Fernando, Pampanga is in the amount of **ONE HUNDRED FORTY FOUR THOUSAND PESOS (144,000.00)** and included in the PPMP with the Ref. No. 2023-885

#### **III. OBJECTIVES**

Printing and Delivery of Inventory Sticker to be used at the City General Services Office - Property and Supply Management Division in the City of San Fernando, Pampanga are as follows:

- a. To provide better documentation for the monitoring of inventory of PPEs;
- b. For proper accountability of PPEs; and
- c. To provide quality service.

#### **IV. SCOPE OF THE SERVICES**

The procurement for the Printing and Delivery of Inventory Sticker to be used at the City General Services Office - Property and Supply Management Division in the City of San Fernando, Pampanga shall be conducted following the procedures for Public Bidding provided in Republic Act (RA) 9184 and its IRR-A; All resolutions, circulars and guidelines issued by the Government Procurement Policy Board (GPPB) and COA Circular 92-386 – Rules and Regulations on Supply and Property Management in the Local Governments.

#### **V. 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

<b>Qty.</b>	<b>Unit</b>	<b>Item Description/ Specifications</b>	<b>Delivery Date</b>	<b>Location</b>
13000	pc(s)	Inventory Sticker for Furniture, Fixtures and Equipment (ARE) --size: 4" x 3" --matte finish --waterproof	July – December 2023	Central Storage, New Public Market, Brgy. Del Pilar, CSFP
15800	pc(s)	Inventory Sticker for Furniture, Fixtures and Equipment (ICS) --size: 4" x 3" --matte finish --waterproof	July – December 2023	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 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 Purchase Order.
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 20 calendar days upon approval of PO/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, conduct a thorough examination and accept delivery of the supplied goods and prepare a verified report for compliance with technical requirements as to quantity, quality and description of goods.
2. The end- user shall have the right to reject the items that are delivered in excess of the quantity ordered or are damaged or defective.

3. The end-user shall have the right to reject the items that are not in conformance with the specifications or any term of the agreement.
4. The supplier/contractor shall present the PO and issue Sales Invoice.
5. 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.

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

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

- a. 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 transaction.
- c. The Procurement Officer shall assist in the monitoring 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:

  
**KRISELLE JOY V. SICAT**  
 Procurement Officer

Noted by:

  
**JANET L. SANCHEZ**  
 Property and Supply Division Head

Approved by:

  
**ENGR. MICHAEL N. QUIZON JR.**  
 City General Services Officer

CONFORME:  <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> Signature over Printed Name  <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> Date
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*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.*