



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 PVC Card and ID Card Printer Ribbon to be used at the City College of San Fernando, Pampanga**  
Location of the Project : **City College of San Fernando, Pampanga**

\_\_\_\_\_  
Company Name Date : **Jul 14, 2023**  
PR No. : **2023-07-01484**  
\_\_\_\_\_  
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 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	10	unit(s)	ID Card Printer Ribbon for Smart 30-S ID Card Printer			
2	2500	pc(s)	High grade PVC card Glossy size:85.5 x 54mm thickness 0.76mm (compatible with Smart 30-S ID Printer)			
3	1600	pc(s)	5.4cm x 0.64cm waterproof sticker			
<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

### SUPPLY AND DELIVERY OF PVC CARD AND ID CARD PRINTER RIBBON TO BE USED AT THE CITY COLLEGE 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.

The City College of San Fernando Pampanga offers quality education for the Fernandino youth for free even before the passage of RA 10931 also known as the "Universal Access to Quality Tertiary Education." As with other institutions and offices, a student officially enrolled in a school must bear an identification to be properly recognized and be identified as a student of the said institution. As such, printing and issuance of an official Identification Card to enrolled students of CCSFP is necessary.

#### II.BUDGETARY REQUIREMENT

The budgetary requirement for the PVC card and ID card printer ribbon to be used at the City College of San Fernando Pampanga in the City of San Fernando, Pampanga is included in the Trust Fund Account of City College of San Fernando Pampanga, which is in the amount of **NINETY FIVE THOUSAND SEVEN HUNDRED PESOS ONLY (PHP 95,700.00)**.

#### III.OBJECTIVES

The objectives of the Supply and Delivery of PVC card and ID card printer ribbon to be used at the City College of San Fernando Pampanga in the City of San Fernando, Pampanga subject to are as follows:

1. To issue official identification cards to students; and
2. To ensure uninterrupted flow of services particularly to Fernandino youth.

#### 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
10	Unit	ID Card Printer Ribbon for Smart 30-S ID Card Printer	July – August 2023	CGSO – Central Storage, CSFP
2,500	Pcs	High grade PVC card Glossy size:85.5 x 54mm thickness 0.76mm (compatible with Smart 30-S ID Printer)	July – August 2023	CGSO – Central Storage, CSFP
1,600	Pcs	5.4cm x 0.64cm waterproof sticker	July – August 2023	CGSO – Central Storage, 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 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 July to August 2023, and the contract shall end by the end of December 2023. By the end of the contract, the end- user can no longer prepare Order List and no DOC will be issued for the purpose.
  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.

**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 the PVC card and ID card printer ribbon with the stated specifications 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:



**EMILIE E. LAXINA, CPA, MM**  
Supervising Administrative Officer/ End- user

CONFORME:
_____ Signature over Printed Name
_____ Date

Approved by:



**ATTY. GLORIA J. VICTORIA – BAÑAS, DPA, CESO V**  
Acting College Administrator/President

*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.*