



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 Investment Brochure to be given to various Investors Briefing and Road Shows in the City of San Fernando, Pampanga**

Location of the Project : **City Tourism and Investment Promotions Office - Investment And Promotion Division**

 Company Name
Date : **Nov 22, 2022**PR No. : **2022-11-01665**

 Address

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Tuesday, November 29, 2022 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga**.

Canvassed by:

Approved by:

Jolina B. Vital


 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	10000	set(s)	Investment Brochure --1pc. 8.5 inches x 5.5 inches hard bound (C2S 220) Folder --7 sheets 3.75 inches x 8.5 inches insert flyers (C2S 140)			
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

TERMS OF REFERENCE

PRINTING AND DELIVERY OF INVESTMENT BROCHURE TO BE GIVEN TO VARIOUS INVESTORS BRIEFING AND ROAD SHOWS IN THE CITY OF SAN FERNANDO, PAMPANGA

I.BACKGROUND

Often awarded as one of the most business-friendly city in the country, having garnered 2 hall of famer citations, the City of San Fernando, Pampanga continuously implements programs to boost the current state of its economy, attract new investors, and develop existing businesses. The local government also ensures that along with the plans is the goal to generate income for the Fernandino people.

In order to entice more investors, promotional activities are held and one of which is the production of promotional paraphernalia that will present the City's investment profile. The materials will include the City's background, its officials, the new mission and vision, information about the processes in doing business in the City and other departments' mandates.

II.BUDGETARY REQUIREMENT

The Budgetary Requirement for the Printing and Delivery of Investment Brochure to be given to various Investors briefing and Road Shows in the City of San Fernando, Pampanga is included in the PMP with **Ref. No. 2022-448** and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **THREE HUNDRED FIFTY THOUSAND PESOS (PHP 350,000.00)**.

III.OBJECTIVES

The objectives of the Printing and Delivery of Investment Brochure to be given to various Investors briefing and Road Shows in the City of San Fernando, Pampanga are as follows:

1. To promote the City of San Fernando, Pampanga
2. To encourage more stakeholders to invest in the City of San Fernando, Pampanga
3. To strengthen public-private partnerships
4. To promote the active participation of non-government organizations and the private sector as partners of the City government in achieving its development goals and objectives.
5. Spread the benefits of economic development to all the city's 35 barangays particularly in the growth and zone areas as specified in the CLUP of the city.



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
10,000	sets	CSFP Investment Brochure 1 pc – 8.5” x 5.5” hard bound (C2S 220) folder 7 sheets – 3.75” x 8.5” insert flyers (C2S 140)	December 2022	City General Services Office, Central Storage, New Public Market, Brgy. Del Pilar, CSFP

b. Sample Image

CSFP Investment Brochure	
Item Name	Sample Photo
Hard Bound Folder	
Insert Flyers	

c. 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 that there are readily- available supplies upon submission of Request for Quotation (RFQ)/ Bid since delivery is anticipated upon issuance of PO/ Contract.
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.

d. Delivery/ Implementation period

1. Strictly observe the “No Purchase Order (PO)/ Contracts, No Delivery” Policy and comply with the delivery period.
2. The delivery of the Investment Brochure is on **DECEMBER 2022.**
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 of meals and to immediately notify the supplier/ contractor in case of any concerns before the acceptance.

e. Inspection and Acceptance

1. The CGSO-PMSD shall inspect and accept the delivery.
2. The supplier shall present the PO and issue Sales Invoice.
3. The CGSO-PMSD shall prepare the corresponding Inspection and Acceptance Reports.

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 Investment Brochure 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 delivery regardless if the delivery is per month or Ordering Agreement.
- 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:


Myla Karisse Y. Pingul
Project Dev't. Officer I

Approved by:


Engr. Remedios Agoncillo
LEDIPO

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.*