



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 Additional Common Used Office Supplies to be used at the City Mayor's Office in the City of San Fernando, Pampanga**
Location of the Project : **City Mayor's Office**

Company Name _____ Date : **Jun 16, 2023**
Address _____ PR No. : **2023-03-00809**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Wednesday, June 21, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga**.

Canvassed by: _____ Approved by: _____
Rachelle M. Pangilinan 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	300	btl(s)	ALCOHOL, ethyl, 68%-72%, scented, 500ml (-5ml)			
2	216	pc(s)	BALLPEN, Black (Original)			
3	60	pack(s)	BOARD PAPER, Special, 220gms, legal size, white			
4	180	bx(s)	COMPUTER, Continuous Forms, 2 ply, (11 x 9 1/2), short			
5	300	pc(s)	CORRECTION TAPE, film base type, UL 6m min			
6	50	pc(s)	DATA FILE BOX with Cover, 11 x 11 x 16			
7	600	pc(s)	ENVELOPE, brown, long			
8	600	pc(s)	ENVELOPE, brown, short			
9	82	pc(s)	ENVELOPE, expanding, paper made with strap for legal size			
10	15	bx(s)	ENVELOPE, mailing, white, 70gsm			
11	60	bx(s)	FASTENER, plastic			
12	600	pc(s)	FOLDER, pressboard, legal 14pts			
13	600	pc(s)	FOLDER, 14 pts., legal, brown outside, white inside			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
14	600	pc(s)	FOLDER, 14 pts., short, brown outside, white inside			
15	10	btl(s)	GLUE, 130gms in btl			
16	120	pc(s)	INK CART, Canon, CL - 811, Colored			
17	120	pc(s)	INK CART, Canon, CL - 810, Black			
18	60	pc(s)	INK CARTRIDGE, HP Ink Tank 310, HP GT52, Magenta			
19	60	pc(s)	INK CARTRIDGE, HP Ink Tank 310, HP GT52, Yellow			
20	60	pc(s)	INK CARTRIDGE, HP Ink Tank 310, HP GT52, Black			
21	5	pc(s)	INK CARTRIDGE, HP Laserjet, P2055D, Ink 05A			
22	60	pc(s)	INK, Epson, 003, Black			
23	60	pc(s)	INK, Epson, 003, Cyan			
24	60	pc(s)	INK, Epson, 003, Magenta			
25	60	pc(s)	INK, Epson, 003, Yellow			
26	60	pc(s)	MARKER, Fluorescent, 3 assorted color per set			
27	60	pad(s)	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min			
28	100	bx(s)	PAPER CLIP, vinyl/plastic coat, length: 32mm min			
29	100	bx(s)	PAPER CLIP, vinyl/plastic coat, length: 50mm min			
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

Project Title : **Supply and Delivery of Additional Common Used Office Supplies for 1st Semester of 2023 to be used at the City Mayor's Office in the City of San Fernando, Pampanga subject to Ordering Agreement**

Project Location: **City of San Fernando, Pampanga**

Background

Good governance is the process of decision-making and the process by which decisions are implemented, an analysis of governance focuses on the formal and informal actors involved in decision-making and execute the decisions made and the formal and informal structures that have been set in place to arrive and perform the decision.

Thus, with the dedication and commitment of the present administration in carrying out inclusive governance, it is deemed necessary for the acquisition of sufficient resources to bring convenience in performing duties, inspire productivity and ensure efficient delivery of public service to clients.

OBJECTIVE/S

- To provide office supplies for the daily operations of the City Mayor's Office
- To successfully execute the functions of the department
- To efficiently provide services for the constituents

Budgetary Requirements:

The Approved Budget for the **Supply and Delivery of Additional Common Used Office Supplies for 1st Semester of 2023 to be used at the City Mayor's Office in the City of San Fernando, Pampanga subject to Ordering Agreement** at the City of San Fernando, Pampanga is included in the PPMP with Reference Number 2022-2006 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of P836,885.12 amount in figure or Eight Hundred Thirty Six Thousand Eight Hundred Eighty Five and Twelve Centavos amount in words.

Minimum Requirement for the Supplier

1. The Supplier must ensure the specifications and schedule of requirements indicated in the Purchase Order.
2. The supplier must be open for any changes and cancellation of orders for the unforeseen circumstances.
3. The supplier must be compliant with the IATF Health and Safety Protocols.
4. The Supplier must follow the procurement, delivery and inspection procedure set by the City Government of San Fernando, Pampanga for procured good and services.

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Deliverables by the Supplier and City Government

The deliverables of the supplier shall be as follows:

- a. Provide the quantity of the office supplies 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 i.e., 15 days after delivery regardless if the delivery is per month or Ordering Agreement.
- b. End- user shall monitor the delivery and completeness of requirements and documents to avoid delays.
- 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.

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Prepared by:


Walter C. Navarro
Procurement Officer

Noted by:


Ana Marie S. Medina
Administrative Officer IV

Conforme:

Signature Above 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.