



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 CCRO Letterhead and Desk Pad for 2nd Semester of 2023 to be used at the City Civil Registry Office in the City of San Fernando, Pampanga**

Location of the Project : **City Civil Registry Office**

Company Name	Date : Jun 27, 2023
Address	PR No. : 2023-06-01427

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Tuesday, July 4, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga.**

Canvassed by:

Approved by:

Jeffrey Ross M. Navarro
Administrative Assistant III (Buyer III)


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	40	ream(s)	CCRO LETTERHEAD A4 SIZE, substance 24 with CSFP Logo & CCRO Logo			
2	20	pad(s)	CCRO Desk pad 5 1/2 x 8 1/2 , substance 24 w/ CSFP Logo & CCRO Logo with From the Desk of: Rimando E. Umali City Civil Registrar (bottom left)			
3	20	pad(s)	CCRO Desk pad 5 1/2 x 8 1/2 , substance 24 w/ CSFP Logo & CCRO Logo			



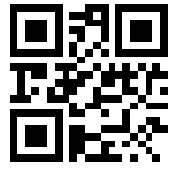
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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
Total Amount:						

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 LETTERHEAD AND DESK PAD FOR THE 2ND SEMESTER OF 2023 AT THE CITY CIVIL REGISTRY OFFICE IN THE CITY OF SAN FERNANDO, PAMPANGA.

I. BACKGROUND

The City Civil Registry Office of the City Government of San Fernando (P), defines civil registration as the continuous, permanent and compulsory recording of vital events occurring in the life of an individual such as birth, marriage and death, as well as all court decrees, and legal instruments affecting his civil status in appropriate registers as mandated by Act No. 3753, the Civil Registry Law of the Republic of the Philippines.

It is a fundamental responsibility carried out by the states through its citizens and qualified authorities whose collective reports become official records from which important milestones in person's life is documented.

II. BUDGETARY REQUIREMENT

The Approved Budget for the printing and delivery of CCRO Letterhead/Desk Pad for the 2nd Semester of 2023 is included in the PPMP with Ref. 2023-1085 which is in the amount of SIXTY THOUSAND PESOS (P 60,000).

III. OBJECTIVES

The objectives are as follows:

- a. To ensure compliance to R.A. No. 3753 & ISO Certification;
- b. To provide quality services and to ensure customer satisfaction

IV. TERMS AND CONDITION

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
40	reams	CCRO letterhead A4 size, substance 24 with CSFP Logo & CCRO Logo	July to December 2023	Central Storage, New Public Market, Brgy. Del Pilar, CSFP
20	pads	CCRO Desk pad 5 ½ x 8 ½ , substance 24 w/ CSFP Logo & CCRO Logo with From the Desk of: RIMANDO E. UMALI City Civil Registrar (bottom left)		
20	pads	CCRO Desk pad 5 ½ x 8 ½ , substance 24 w/ CSFP Logo & CCRO Logo		

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 of the procurement schedule including this TOR duly signed by the end-user and conformed by the supplier/provider.
 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 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.
- a. Delivery/ Implementation period
1. Strictly observe the “No Purchase Order (PO)/ Contracts, No Delivery” Policy and comply with the delivery period.
 2. The Delivery Period shall be from July-December 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.
- b. 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 SERVICE PROVIDER AND THE CITY GOVERNMENT

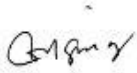
The deliverables of the supplier/contractor shall be as follows:

- Provide the quantity/quality of the CCRO letterhead/desk pad being required by the project/ program; and
- Strictly follow the specifications and timely provision of requirements based on the delivery schedule.

The deliverables of the City Government shall be as follows:

- On- time payment of the supplier/ contractor i.e., 15 days after delivery regardless if the delivery is per month or Ordering Agreement.
- End- user shall monitor the delivery of requirements.
- The Procurement Officer shall assist in the monitoring, delivery and on- time payment of the supplier.
- Provide necessary and readily- available documents such as during the conduct of post-audit.
- Evaluate the performance of the supplier/ contractor and in case there is a violation to the Contract/ Agreement, prepare a Verified Report.

Prepared by:



Jennifer G. Rodriguez
Procurement Officer

Approved by:



RIMANDO E. UMALI
City Civil Registrar

CONFORME:
<hr style="border: 1px solid black;"/>
Signature over Printer Name
<hr style="border: 1px solid black;"/>
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.*