



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 Office Supplies to be used by the Health Emergency Management Staff (HEMS) Unit of the City Health Office for 2023 in the City of San Fernando, Pampanga**

Location of the Project : **City Health Office**

Company Name Date : **Jul 18, 2023**

PR No. : **2023-04-01016**

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, July 25, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga**.

Canvassed by:

Approved by:

Ana Liza C. Zablan
Administrative Assistant III (Buyer III)

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	500	btl(s)	Ethyl Alcohol 500ml			
2	500	pc(s)	Ballpen Black			
3	500	pc(s)	Ballpen Blue			
4	50	pack(s)	Battery AA heavy duty			
5	50	pack(s)	Battery AAA heavy duty			
6	50	pack(s)	Board Paper Special 220 gsm Legal Size, White			
7	50	pack(s)	Board Paper Special 220 gsm A4			
8	1	pack(s)	Carbon Film Legal, Blue 100 sheets			
9	50	pc(s)	Clearbook 20 transparent pockets, Legal			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
10	50	pc(s)	Correction Tape			
11	2	pc(s)	Cork Board (3ft. x 3ft.) wall type			
12	20	pc(s)	DATA FOLDER with finger ring and clear plastic pocket (3x9x15)			
13	300	pc(s)	Envelope, Brown Short			
14	300	pc(s)	Envelope, Brown Long			
15	10	pack(s)	Fastener Plastic			
16	3	pc(s)	Flash Drive 32 GB			
17	10	pack(s)	Folder 14 pts Legal (brown outside and white inside)			
18	30	pc(s)	Magazine File Box, Large			
19	50	pc(s)	Marker, Whiteboard, Black			
20	50	pc(s)	Marker, Whiteboard, Blue			
21	20	pc(s)	Marker, Whiteboard, Red			
22	25	pad(s)	Notepad Stick on, 50mm x 76mm (2' x 3') min			
23	25	pad(s)	Notepad Stick on, 76mm x 100mm (3' x 4') min			
24	25	pad(s)	Notepad Stick on, 3 x 3			
25	50	ream(s)	Paper, Multipurpose, 80 gsm, subs 24 SHORT			
26	50	ream(s)	Paper, Multipurpose, 80 gsm, subs 24 A4			
27	50	pack(s)	Photo paper high premium A4			



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Location of the Project : **City Health Office**

Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
28	10	box(s)	Paper clip, vinyl/plastic coated 33mm			
29	2	pc(s)	Paper cutter w/ board 8.5 x 11			
30	1	pc(s)	Puncher Heavy duty with two hole guide approx. 6.5mm dia.			
31	1	box(s)	Push pin, hammer head type, assorted colors 100's per box			
32	60	pc(s)	Record Book, 500 pages, size 214mm x 278 mm min			
33	5	pc(s)	Scissors size 8 HB Stainless			
34	100	pc(s)	SIGNPEN, 0.3 thickness (black)			
35	50	pc(s)	SIGNPEN, 0.3 thickness (blue)			
36	100	pc(s)	SIGNPEN, 0.5 thickness (black)			
37	50	pc(s)	SIGNPEN, 0.5 thickness (blue)			
38	3	pc(s)	Stamp pad, Felt			
39	5	pc(s)	Stamp pad ink Black			
40	5	pc(s)	Stamp pad ink Blue			
41	2	pc(s)	Stamp pad ink Red			
42	3	pc(s)	Staple Remover, Piler type			
43	10	box(s)	Staple Wire, heavy duty, binder type, 23/13			
44	10	pack(s)	Sticker Paper A4 Premium			
45	3	pc(s)	Tape Dispenser, table top			



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Location of the Project : **City Health Office**

Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
46	10	roll(s)	Tape double sided with foam			
47	10	roll(s)	Tape double sided 2			
48	5	roll(s)	Tape duct tape 2			
49	100	roll(s)	Tape, transparent, 24mm			
50	50	roll(s)	Tape, transparent, 48mm			
51	10	pack(s)	Toilet Tissue Paper, 2 ply, 100% recycled, 12's			
52	1	pc(s)	Whiteboard wall type 2ft x 3ft			
53	10	pc(s)	Eraser black board/ white board			
54	20	pc(s)	MARKER, permanent black, bullet type			
55	10	pc(s)	MARKER, permanent red, bullet type			
56	2	pc(s)	Paper cutter retractable ordinary L500			
57	5	pc(s)	Clip board with cover LONG			
58	3	set(s)	Original Pastel High Lighter 6/set			
59	3	pc(s)	IBOX Storage 60L Clear			
60	10	set(s)	EPSON 003 INK SET 4 Colors (BLACK, CYAN, MAGENTA AND YELLOW)			
61	10	unit(s)	Original Eneloop Pro MAh AAA 2500 mA AAA Battery for pulse oximeter 4 in 1 rechargeable battery			
Total Amount:						

After having carefully read and accepted your General Conditions, I quote you on the item at prices noted above.



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Supply and Delivery of Office Supplies to be used by the Health Emergency Management Staff (HEMS) Unit of the City Health Office for 2023 in the City of San Fernando, Pampanga

Location of the Project :

City Health Office

Printed Name/ Signature

Tel No./ Cellphone No.

Date

OFFICE SUPPLIES TERMS OF REFERENCE

Supply and Delivery of Office Supplies to be used for the Health Emergency Management Staff (HEMS) Unit of the City Health Office for 2023 in the City of San Fernando, Pampanga

I. BACKGROUND

Office supplies are consumables and equipment regularly used in offices by businesses and other organizations, by individuals engaged in written communications, recordkeeping or bookkeeping, janitorial and cleaning, and for storage of data.

Having the right office supplies is essential for the day to day running of the office. Objects such as pens, pencils, paper, and other office supplies, need to be available for the employees to work productively and efficiently.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply and Delivery of Office Supplies to be served for our Health Emergency Management Staff of the City Health Office for 2023 in the City of San Fernando, Pampanga is included in the PPMP with Ref. No 2023-696 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **ONE HUNDRED SEVENTY-SEVEN THOUSAND EIGHT HUNDRED EIGHTY-FIVE PESOS AND SEVENTY-FIVE CENTAVOS (P 177,885.75)**.

III. OBJECTIVES

The objectives of the Supply and Delivery of Office Supplies to be used for the Health Emergency Management Staff of the City Health Office for 2023 in the City of San Fernando, Pampanga are as follows:

1. To provide efficient and reliable delivery of service in terms of administrative work.
2. To increase the overall functioning speed of the office and its staff members
3. To save time and allow you to grab more opportunities.

I. TERMS OF CONDITIONS

During the procurement process and delivery/implementation of the contract, the end-user and the supplier/contractor shall:

a. Specification/Schedule of Requirements

Qty	Unit	Items Description / Specification	Delivery Date	Location
500	Bottles	Ethyl Alcohol 500 ml	June to July 2023	Central Storage, New Public Market, Brgy. Del Pilar, CSFP
500	Pieces	Ballpen (Black)		
500	Pieces	Ballpen (Blue)		
50	Packs	Battery AA heavy duty		
50	Packs	Battery AAA		
50	Reams	Board Paper special 220 gsm legal size, white		
50	Reams	Board Paper special 220 gsm A4		
1	Pack	Carbon Film legal, Blue 100 sheets		
50	Pieces	Clearbook 20 Transparent pockets, Legal		
50	Pieces	Correction Tape		
2	Pieces	Corkboard (3 ft x 3 ft) wall type		
20	Pieces	Data folder w/ finger ring & clear plastic pocket (3x9x15)		
300	Pieces	Envelope, brown short		
300	Pieces	Envelope, brown long		
10	Packs	Fastener plastic		
3	Pieces	Flash Drive 32 GB		
10	Packs	Folder 14 pts legal (brown outside and white inside)		

30	Pieces	Magazine File box, large		
50	Pieces	Marker, whiteboard, black		
50	Pieces	Marker, whiteboard, blue		
20	Pieces	Marker, whiteboard, red		
25	Pads	NOTE PAD, stick on, 50mm x 76mm (2' x 3") min	June to July 2023	Central Storage, New Public Market, Brgy. Del Pilar, CSFP
25	Pads	NOTE PAD, stick on, 76mm x 100 mm (3" x 4") min		
25	Pads	NOTE PAD, stick on, 3' x 3"		
50	Reams	Paper, multipurpose, 80 gsm, subs 24 short		
50	Reams	Paper, multipurpose, 80 gsm subs 24 A4		
50	Packs	Photo paper high Premium A4, 10pcs/pack		
10	Boxes	Paper clip, vinyl/plastic coated 33mm		
2	Pieces	Paper Cutter w/ board 8 1/2 x 11		
1	Piece	Puncher heavy duty w/ two hole guide approx. 6.5mm dia.		
1	Box	Push pin, hammer head type, asst colors 100's/box		
60	Pieces	Record Book, 500 pages, size: 214mm x 278mm min		
5	Pieces	Scissors size 8 HD stainless		
100	Pieces	SIGN PEN, 0.3 thickness (black), My Gel		
50	Pieces	SIGN PEN, 0.3 thickness (blue), My Gel		
100	Pieces	SIGN PEN, 0.5 thickness (black), My Gel		
50	Pieces	SIGN PEN, 0.5 thickness (blue), My Gel		
3	Pieces	Stamp pad, felt		
5	Pieces	Stamp pad, ink (black)		
5	Pieces	Stamp pad, ink (blue)		
2	Pieces	Stamp pad, ink (red)		
3	Pieces	Staple remover, piler type		
10	Boxes	Staple wire, heavy duty, binder type, 23/13		
10	Packs	Sticker paper A4 premium		
3	Pieces	Tape dispenser, table top		
10	Rolls	Tape double sided w/ foam		
10	Rolls	Tape double sided 2		
5	Rolls	Tape duct tape 2 joy		
100	Rolls	Tape, transparent, 24mm		
50	Rolls	Tape, transparent, 48mm		
10	Packs	Toilet Tissue paper, 2 ply, 100% recycled, 12'		
1	Pieces	Whiteboard wall type 2 ft x 3 ft		
10	Pieces	Eraser blackboard/whiteboard		
20	Pieces	MARKER, permanent black, bullet type		
10	Pieces	MARKER, permanent red, bullet type		
2	Pieces	Paper Cutter retractable ordinary L500		
5	Pieces	Clipboard with cover Joy brand (Long)		
3	Sets	Original Pastel High Lighter (6 pcs set)		
3	Pieces	IBOX Storage 60L (Clear)		
10	Sets	EPSON 003 INK SET 4 Colors (BLACK, CYAN, MAGENTA AND YELLOW)		
10	Units	Original Eneloop Pro MAh AAA 2500 mAh AAA Battery for Pulse Oximeter 4 in 1 Rechargeable Battery		

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 process on time based on the procurement schedule including this TOR duly signed by the end-user and confirmed 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 ensuring 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, whether Competitive/Public Bidding or the use of Alternative Methods of Procurement.

c. 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 on the following dates: June to July 2023
3. During the delivery, strictly follow the provisions enumerated in the Terms and Conditions of the PO/Contract including the Delivery Schedule, and 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.

II. DELIVERABLES BY THE SUPPLIER/CONTRACTOR AND THE CITY GOVERNMENT

The deliverables of the supplier contractor shall be as follows:

- a. Provide the quantity and quality of items being required by the End User; and
- b. Strictly follow the specifications and timely provisions 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 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 and Submitted by:


RACHEL ANNE A. VIRAY, RN
HEMS Nurse Coordinator

Approved by:


SONNY G. BRANZUELA, MD
HEMS Medical Coordinator

Noted by:


ROWENA L. SALAS, MD
City Health Officer II

CONFORME:
_____ Signature over 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 if the supplier/contractor