



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 IT Equipment to be used at Office of the City Building Official in the City of San Fernando, Pampanga**

Location of the Project : **Office of the City Building Official**

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

Date : **Aug 25, 2023**

PR No. : **2023-03-00607**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Friday, September 1, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga.**

Canvassed by: \_\_\_\_\_ Approved by: \_\_\_\_\_

Monalyn L. Moulic  
Administrative Aide VI (Buyer II)

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	1	unit(s)	All-in-one Desktop Computer -Intel i5 11th gen or higher processor -8gb ddr4-3200MHz SDRAM (1 x 16 GB) -512GB PCIe NVMe M.2 SSD -23.8inch FHD (1920x1080) TOUCHSCREEN -NVIDIA GeForce MX450 2GB DDR5 dedicated -Windows 11 PRO			
2	1	unit(s)	Mouse			
3	1	unit(s)	Keyboard			
4	1	unit(s)	Uninterruptible Power Supply (UPS) 800VA			
5	9	unit(s)	All-in-one Desktop Computer -Intel i7 11th gen or higher processor -Intel® UHD Graphics -23.8 inch FHD (1920x1080) Monitor -16GB DDR4-3200MHz memory ram -500GB SSD or Higher -Windows 11 PRO			



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6	9	unit(s)	Mouse			
7	9	unit(s)	Keyboard			
8	9	unit(s)	Uninterruptible Power Supply (UPS) 800VA			
9	4	unit(s)	2TB External Hard Drive Interface: USB 3.0 (USB 2.0 compatible) Max. transfer rate: 5.0 Gbit/s File system: NTFS (MS Windows)			
10	1	unit(s)	High Speed Scanner Scanner Type : Sheet Fed Digital Sending standard features : Scan to PC, Scan to USB Drive Scan Resolution, optical : up to 600 dpi Scan Resolution, hardware : 600x600 dpi Duty Cycle (Daily) : 7500 pages Bit Depth : 24-bit (external), 48-bit (internal) Automatic document Feeder scan speed : Up to 65ppm/130 ipm 1 Max. Scan size (ADF) : 216 x 3100 mm Min. Scan size (ADF) : 50.8 x 50.8 mm Automatic feeder capacity : Standard, 80 sheets Duplex ADF scanning : Yes Scan File Format : For text and images: PDF,PDF/A, Encrypted PDF, JPEG, PNG, BMP, TIFF, Word, Excel, Power Point, Text (.txt), Rich Text (rtf) and Searchable PDF Scan Input Modes : Two scan modes (simplex/duplex) with convenient 2x 16 character LCD on front-panel for HP scan in Win OS, HP easy Scan/ICA in Mac OS and Third parties application via TWAIN,ISIS, WIA Color scanning : Yes Level of grayscale : 256 Scan Technology : CMOS CIS (Contact Image Sensor) Scanning options (ADF) : Single-pass duplex Output resolution dpi settings : 75; 150; 200; 240; 300; 400; 500; 600; 1200 ppi			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
			Media weight, supported ADF : 43 to 350 g/m <sup>2</sup> Mac compaatible : Yes Processor Speed : ARM-1176 666 MHz Memory : 512 MB Connectivity : USB 3.0 Display : 2-line 16 character per line LCD display Power : Input Voltage range: 90-264 VAC Rated Frequency : 50-60HZ Weight : 3.8kg			
11	2	unit(s)	Unit All-in-One Desktop Printer -Print, Scan, Copy, Fax with ADF -Compact integrated tank design, High yield ink bottles -Spill-free, error-free refilling -Wi-Fi, Wi-Fi Direct, Seamless Setup via Smart Panel -Borderless printing up to 4R -Power and Data Cable -With 3 sets of original ink (Cyan/Magenta/Yellow/Black)			
<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 IT Equipment to be used at Office of the City Building Official in the City of San Fernando, Pampanga

### I. BACKGROUND

The Office of the City Building Official strives to provide efficient, effective and timely provision and delivery of basic services in compliance with the provisions of Republic Act 11032, known as the "Ease of Doing Business and Efficient Government Service Delivery Act of 2018" and JMC 2021-01 s2021, amending the "Guidelines in Streamlining the Processes for the Issuance of Building Permits and Certificates of Occupancy", which aims to streamline the current systems and procedures of government services, hence, the proposal for the Supply and Delivery of IT equipment is very important to comply with the service standards set by the said joint memorandum circular.

### II. BUDGETARY REQUIREMENT

The Approved Budget for the Supply and Delivery of IT Equipment to be used in the Office of the City Building Official in the City of San Fernando, Pampanga is included in the PPMP with Ref. No. 2023-1656 which is in the amount of **SEVEN HUNDRED NINETY ONE THOUSAND PESOS and 00/100 (Php 791,000.00)**.

### III. OBJECTIVES

The objectives of the Supply and Delivery of IT Equipment to be used in the regular operations of the Office of the City Building Official in the City of San Fernando, Pampanga, are as follows:

1. To develop better and efficient methods for carrying out regulatory and administrative functions.
2. To replace the slow performance of the equipment due to near obsolete state.
3. To provide IT equipment for employees in need of the equipment to facilitate their work.

### 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
See attached documents	See attached documents	See attached documents	30 days after the issuance of Purchase Order	City General Services Office, Central Storage, New Public Market, Brgy. Del Pilar, 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 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.

**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 30 days after the issuance of Purchase Order.
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 the items and to immediately notify the supplier/ contractor in case of any concerns before the acceptance.

**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**

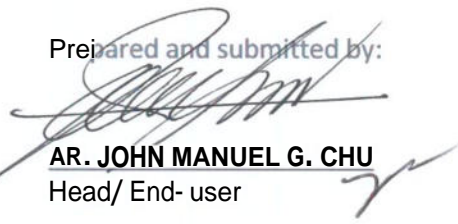
The deliverables of the supplier/ contractor shall be as follows:

- a. Provide the quantity 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., 30 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 and submitted by:



**AR. JOHN MANUEL G. CHU**  
Head/ End- user

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.