



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 for the Accreditation of the City College of San Fernando, Pampanga**
Location of the Project : **City College of San Fernando, Pampanga**

Company Name

Date : **Aug 18, 2023**

PR No. : **2023-08-01887**

Address

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Friday, August 25, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga.**

Canvassed by:

Approved by:

Rachelle M. Pangilinan

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	400	pc(s)	Arch File Folder (vertical) Side Clip - 7cm Size: Long Color: Maroon -side clip -two-hole -3" thickness -hard cover			
2	1	set(s)	PVC Binding Cover (100 pcs) -8 in x 11 in			
3	1	set(s)	PVC Binding Cover (100 pcs) -8.5 in x 13 in			
4	100	pc(s)	Ring Binder Plastic - 1" black -8.5 in x 13 in			
5	100	pc(s)	Ring Binder Plastic - 1" black -8 in x 11 in			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
6	40	pc(s)	Letter-sized Transparent Acrylic Holder Menu Display - portrait			
7	20	pc(s)	Transparent Acrylic Holder Name Plate -12 in x 3 in			
8	10	pack(s)	Sticker Paper A4 Premium			
9	20	pc(s)	Post-It Note Page Marker			
10	10	box(s)	Index Tab, transparent self-adhesive, plain			
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

SUPPLY AND DELIVERY OF OFFICE SUPPLIES TO BE USED FOR THE ACCREDITATION OF THE CITY COLLEGE OF SAN FERNANDO PAMPANGA

I.BACKGROUND

According to CHED, accreditation is a procedure for evaluating and improving the educational quality of institutions and programs in higher education through self-evaluation and peer review. It results in the award of accredited status by an accrediting organization and offers public acknowledgment and details on the caliber of education. When an institution is accredited, it signifies that it has met requirements higher than those imposed by government agencies or proper authorities.

The Association of Local Colleges and Universities Commission on Accreditation, or ALCUCOA, is the accrediting body for the CCSFP. All eight (8) of the CCSFP degree programs completed ALCUCOA Accreditation - Candidate Status in 2021 and were approved in early 2022. Two (2) years were allocated to the CCSFP to implement the recommendations and submit a Level 1 accreditation application. As a result, the CCSFP's eight (8) degree programs are slated for Level 1 ALCUCOA accreditation in 2023.

The CCSFP's four (4) teacher education programs will undergo Level 1 accreditation in June 2023 as part of its strategy, while the BSBA, BSIT, and BSAIS programs will do so in November 2023.

II.BUDGETARY REQUIREMENT

The budgetary requirement for the Supply and Delivery of Office Supplies to be used for the Accreditation of the City College of San Fernando, Pampanga is included in the PPMP with Ref. No. 2023-176 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of ONE HUNDRED FORTY THOUSAND EIGHT HUNDRED FORTY TWO PESOS ONLY (PHP 140,842.00).

III.OBJECTIVES

The objectives of the Supply and Delivery of Office Supplies to be used for the Accreditation of the City College of San Fernando, Pampanga as follows:

1. Evaluate 10 areas of accreditation per degree program in order to identify points for improvement
2. Ensure that all program offerings meet the standards set by ALCUCOA for Level 1

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
400	pc(s)	Arch File Folder (vertical) Side Clip - 7cm Size: Long Color: Maroon -side clip -two-hole -3" thickness -hard cover	August – October 2023	CGSO – Central Storage, CSFP
1	set(s)	PVC Binding Cover (100 pcs) -8 in x 11 in	August – October 2023	CGSO – Central Storage, CSFP

1	set(s)	PVC Binding Cover (100 pcs) -8.5 in x 13 in	August – October 2023	CGSO – Central Storage, CSFP
100	pc(s)	Ring Binder Plastic - 1" black -8.5 in x 13 in	August – October 2023	CGSO – Central Storage, CSFP
100	pc(s)	Ring Binder Plastic - 1" black -8 in x 11 in	August – October 2023	CGSO – Central Storage, CSFP
40	pc(s)	Letter-sized Transparent Acrylic Holder Menu Display - portrait	August – October 2023	CGSO – Central Storage, CSFP
20	pc(s)	Transparent Acrylic Holder Name Plate -12 in x 3 in	August – October 2023	CGSO – Central Storage, CSFP
10	pack(s)	Sticker Paper A4 Premium	August – October 2023	CGSO – Central Storage, CSFP
20	pc(s)	Post-It Note Page Marker	August – October 2023	CGSO – Central Storage, CSFP
10	box(s)	Index Tab, transparent self-adhesive, plain	August – October 2023	CGSO – Central Storage, 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 transaction 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.

c. Delivery/ Implementation period

1. Strictly observe the “No Purchase Order (PO)/ Delivery Order Contract (DOC), No Delivery” Policy and comply with the delivery period.
2. The Delivery Period shall be from August to October 2023.
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.

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 of the office supplies for the accreditation with the stated specifications 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 the delivery.
- b. End- user shall monitor the delivery.
- c. The Procurement Officer shall assist in the monitoring and on- time payment of the supplier/ contractor.
- 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.

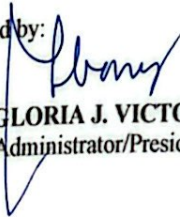
Prepared by:



KIMBERLY G. MALLARI, PhD
VP for Quality Assurance

CONFORME:
_____ Signature over Printed Name
_____ Date

Approved by:



ATTY. GLORIA J. VICTORIA – BAÑAS, DPA, CESO V
College Administrator/President

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.