



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 Supplies/Materials to be used for October 30, 2023 Barangay and SK Elections in the City of San Fernando, Pampanga**  
Location of the Project : **Commission on Elections**

Company Name

Date : **Aug 23, 2023**

PR No. : **2023-08-01926**

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, August 29, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga.**

Canvassed by:

Approved by:

Francis Chester M. Flores

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        | 4    | pc(s)   | Storage and Organizing Box 50L Heavy Duty  |         |            |       |
| 2        | 4    | pc(s)   | Storage and Organizing Box 30L Heavy Duty  |         |            |       |
| 3        | 100  | pack(s) | Sticker Paper, A4 Premium                  |         |            |       |
| 4        | 1000 | pc(s)   | ENVELOPE, EXPANDING w/ GARTER, BROWN, LONG |         |            |       |
| 5        | 4    | box(s)  | PENCIL, #2, 12s/box                        |         |            |       |
| 6        | 80   | pc(s)   | BALLPEN, BLUE                              |         |            |       |
| 7        | 85   | pc(s)   | BALLPEN, BLACK                             |         |            |       |
| 8        | 80   | pc(s)   | BALLPEN, RED                               |         |            |       |
| 9        | 6    | pc(s)   | STAMP PAD, FELT PAD                        |         |            |       |
| 10       | 2    | cart(s) | TONER, HP 35A, BLACK                       |         |            |       |
| 11       | 100  | pc(s)   | SIGN PEN, 0.5 THICKNESS, BLACK             |         |            |       |



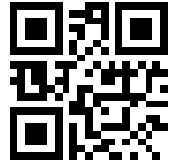
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Barangay and SK Elections in the City of San Fernando, Pampanga**

Location of the Project : **Commission on Elections**

| Item No.             | Qty | Unit   | Item Description               | Remarks | Unit Price | Total |
|----------------------|-----|--------|--------------------------------|---------|------------|-------|
| 12                   | 100 | pc(s)  | SIGN PEN, 0.7 THICKNESS, BLUE  |         |            |       |
| 13                   | 5   | box(s) | STAPLE WIRE, 17mm 23/17        |         |            |       |
| 14                   | 4   | pc(s)  | SCISSORS, SIZE 8 HD, STAINLESS |         |            |       |
| <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



**COMMISSION ON ELECTIONS**  
City of San Fernando, Pampanga



**TERMS OF REFERENCE**

***Supply and Delivery of Supplies/Materials to be used for October 30, 2023 Barangay and SK Elections in the City of San Fernando, Pampanga***

***I. Background***

Pursuant to R.A. No. 7160 otherwise known as the Local Government Code of 1991 particularly Section 444(b)(1) provides that the Chief Executive shall exercise general supervision and control over all programs, projects, services, and activities of the local government.

The Commission on Elections (COMELEC) is an independent Constitutional body mandated to enforce and administer all laws and regulations relative to the conduct of elections, plebiscite, initiative, referendum and recall for the purpose of ensuring free, orderly, peaceful and credible elections. It was created in 1935 by the Philippine Constitution, and reiterated in the 1973 Constitution and the Freedom Constitution of 1986 and 1987;

It is the principal government agency tasked by the Constitution to enforce and administer all laws and regulations concerning the conduct of regular and special elections.

**II. BUDGETARY REQUIREMENT**

The Budgetary requirement for the Supply and Delivery of Supplies/Materials to be used for October 30, 2023 Barangay and SK Elections in the City of San Fernando, Pampanga is included in the PPMP with the Ref. No. 2023-612 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount SIXTY ONE THOUSAND FIVE HUNDRED THREE PESOS AND THIRTY CENTAVOS (P 61,503.30).

**III. OBJECTIVES**

The objectives of the Supply and Delivery of Supplies/Materials to be used for October 30, 2023 Barangay and SK Elections in the City of San Fernando, Pampanga are as follows:

1. To ensure uninterrupted flow of operation through the availability of office supplies.
2. To ensure the continuous efficiency and active participation of the commission

#### 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 | Particulars                                | Delivery Date                   | Location                            |
|------|------|--|---------------------------------|-------------------------------------|
| 4    | pc   | Storage and Organizing Box 50L Heavy Duty  | SEPTEMBER<br>to OCTOBER<br>2023 | CGSO<br>Central<br>Storage,<br>CSFP |
| 4    | pc   | Storage and Organizing Box 30L Heavy Duty  |                                 |                                     |
| 100  | pack | Sticker Paper, A4 Premium                  |                                 |                                     |
| 1000 | pc   | ENVELOPE, EXPANDING w/ GARTER, BROWN, LONG |                                 |                                     |
| 80   | pc   | BALLPEN, BLUE                              |                                 |                                     |
| 4    | box  | PENCIL, #2, 12s/box                        |                                 |                                     |
| 80   | pc   | BALLPEN, RED                               |                                 |                                     |
| 85   | pc   | BALLPEN, BLACK                             |                                 |                                     |
| 2    | cart | TONER, HP 35A, BLACK                       |                                 |                                     |
| 6    | pc   | STAMP PAD, FELT PAD                        |                                 |                                     |
| 100  | pc   | SIGN PEN, 0.7 THICKNESS, BLUE              |                                 |                                     |
| 100  | pc   | SIGN PEN, 0.5 THICKNESS, BLACK             |                                 |                                     |
| 5    | box  | STAPLE WIRE, 17mm 23/17                    |                                 |                                     |
| 4    | pc   | SCISSORS, SIZE 8 HD, STAINLESS             |                                 |                                     |

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 September 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:

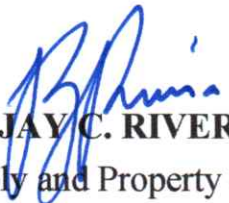
- a. Provide the quantity of the office supplies being required by the project/program; and
- b. Strictly follow the specifications and timely provision of requirements based on the delivery schedule.

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:

  
**PEEJAY C. RIVERA**  
Supply and Property Officer

|                                      |
|--------------------------------------|
| <b>CONFORME:</b>                     |
| _____<br>Signature over printed name |
| _____<br>Date                        |

Approved by:

  
**ATTY. JUNE T. GUIAO**  
City Election Officer IV

*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.*