



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 Photocopier Machine Toners to be used for the Reproduction of Instructional Materials of the City Schools Division of San Fernando, Pampanga**
Location of the Project : **Department of Education - City of San Fernando, Pampanga**

Company Name Date : **Aug 24, 2023**

PR No. : **2023-08-01959**

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: **Lorraine Kate M. Escoto** Approved by: 
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	5	btl(s)	Toner TN619K compatible with Develop Ineo + 3070			
2	5	btl(s)	Toner TN619Y compatible with Develop Ineo + 3070			
3	5	btl(s)	Toner TN619C compatible with Develop Ineo + 3070			
4	5	btl(s)	Toner TN619M compatible with Develop Ineo +3070			
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 Photocopier Machine Toners to be used for the Reproduction of Instructional Materials of the City Schools Division of San Fernando, Pampanga

I. RATIONALE

The essentiality of reproduction tools is highlighted in support to the Department of Education's (DepEd) commitment to ensuring the effective implementation of the K to 12 Curriculum and addressing the challenges brought about by the pandemic. With the provision of alternative learning modalities such as blended learning and printed modular distance learning, these tools are crucial for producing high-quality and accessible learning materials. These inks will enable the reproduction of supplementary resources, learning activity sheets, and other printed materials, ensuring that students in the Division of the City of San Fernando have equitable access to education, particularly in areas with limited connectivity and gadget availability. By investing, we are reinforcing the resilience and sustainability of the education system as outlined in the Matatag Agenda. This will enable the Department of Education to deliver on its vision of providing accessible, relevant, and high-quality education for all Filipino learners, despite the challenges posed by crises and ensuring their continuous learning and development.

II. METHODOLOGY

A comprehensive assessment of the printing needs during the face to face classes, transition to normal operations, and learning recovery efforts. Needs assessment will involve identifying the print volume, types to be printed and other specifications. Evaluate existing needs and determine stock levels to be used as stock patterns and consumption rates. This analysis will help future requirements and prevent shortages and overstocking. This assessment will involve consultations with department heads and relevant stakeholders. Technical specifications shall be prepared including the speed, resolution, printing handling capabilities and compatibility with existing systems. The SDO LRMDs together with the planning officer will facilitate the survey and needs assessment. Monitoring will be conducted on the utilization of the printing materials delivered to the schools.

III. OBJECTIVES

General Objective: To provide opportunities for learners to continue learning in times of crises, whether through disruption, man-made/ natural made calamities through printed supplementary learning resources.

Specific Objective: To provide schools with printing ink for the reproduction of learning resources to be utilized in other learning modalities adopted by schools; To ensure competitive and transparent procurement processes in accordance with applicable laws, regulations and organizational policies; to obtain the best value for

money while considering factors such as quality durability, after sales service, and environmental sustainability.

IV. Beneficiaries: Division of City of San Fernando Learners

V. Budgetary Requirements:

The budgetary Requirement for this is TWO HUNDRED NINETY THOUSAND, FOUR HUNDRED PESOS (P290,400.00)

VI. TERMS AND CONDITIONS

a. Specifications/ Schedule of Requirements:

Item Description/ Specifications	Date of the Activity	Location
5 Toners TN619K compatible with Develop Ineo + 3070 5 Toners TN619Y compatible with Develop Ineo + 3070 5 Toners TN619C compatible with Develop Ineo + 3070 5 Toners TN619M compatible with Develop Ineo +3070	August 2023,	Division of City Schools

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 PO/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

b. 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. Coordination with the supplier/ contractor shall be the function of the CGSO- PMD as its mandate.

c. Inspection and Acceptance

1. The CGSO- PSMD must be present during the delivery for inspection.
2. The supplier/contractor shall issue Billing Statement.
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.

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

The deliverables of the supplier/ contractor shall be :

- a. Strictly follow the specifications and timely provision of requirements based on the delivery schedule;
- b. Issue billing statement.

The deliverables of the Schools Division Office 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:

EUFROCINA LELANIE A. FERNANDEZ
Administrative Officer IV – Supply Officer

Approved by:

LEONARDO D. ZAPANTA, EdD, CESO V
Schools Division Superintendent

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.