



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 Common Used Office Supplies for 2nd Semester of 2023 to be used at the City Administrator's Office in the City of San Fernando, Pampanga subject to Ordering Agreement**

Location of the Project : **City Administrator's Office**

Company Name

Date : **Sep 28, 2023**

PR No. : **2023-07-01661**

Address

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Thursday, October 5, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga.**

Canvassed by:

Approved by:

Jolina B. Vital

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	450	btl(s)	ALCOHOL, ETHYL, 500ML			
2	60	gal(s)	ALCOHOL, ETHYL, 1 GALLON			
3	65	pc(s)	CLEARBOOK, 220 TRANSPARENT POCKETS, A4			
4	60	pc(s)	CLEARBOOK, 220 TRANSPARENT POCKETS, LEGAL			
5	16	pc(s)	ERASER, PLASTIC/RUBBER			
6	1564	pc(s)	SIGN PEN, BLACK, LIQUID OR GEL			
7	400	pc(s)	SIGN PEN, BLUE, LIQUID OR GEL			
8	60	pc(s)	SIGN PEN, RED, LIQUID OR GEL			
9	188	pack(s)	BATTERY DRYCELL, SIZE AA			
10	86	pack(s)	BATTERY DRYCELL, SIZE AAA			



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<b>Item No.</b>	<b>Qty</b>	<b>Unit</b>	<b>Item Description</b>	<b>Remarks</b>	<b>Unit Price</b>	<b>Total</b>
11	30	btl(s)	INK FOR STAMP PAD, 50ML			
12	38	box(s)	CARBON FILM, LEGAL, 100 SHEETS PER BOX			
13	4	unit(s)	EXTERNAL HARD DRIVE 1TB			
14	3	unit(s)	MOUSE OPTICAL, USB CONNECTION TYPE			
15	250	box(s)	STABLE WIRE, STANDARD			
16	8	roll(s)	TAPE, ELECTRICAL			
17	70	roll(s)	TAPE MASKING, 24MM			
18	40	roll(s)	TAPE MASKING, 48MM			
19	58	roll(s)	TAPE PACKAGING, 48MM			
20	180	roll(s)	TAPE TRANSPARENT 24MM			
21	34	roll(s)	TAPE TRANSPARENT 48MM			
22	15	pc(s)	RULER, PLASTIC, 450MM			
23	6	tube(s)	BLADE FOR GENERAL PURPOSE CUTTER/UTILITY KNIFE, 10PCS/TUBE			
24	17	unit(s)	CALCULATOR, COMPACT			
25	38	box(s)	CLIPBACKFOLD, 19MM			
26	43	box(s)	CLIPBACKFOLD, 25MM			
27	28	box(s)	CLIPBACKFOLD, 32MM			
28	50	box(s)	CLIPBACKFOLD, 50MM			
29	800	pc(s)	CORRECTION TAPE, 8METERS			



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<b>Item No.</b>	<b>Qty</b>	<b>Unit</b>	<b>Item Description</b>	<b>Remarks</b>	<b>Unit Price</b>	<b>Total</b>
30	8	pc(s)	CUTTER UTILITY KNIFE FOR GENERAL PURPOSE			
31	60	pc(s)	DATA FILE BOX			
32	90	pc(s)	DATA FOLDER			
33	1	pc(s)	DATING AND STAMPING MACHINE			
34	5	box(s)	ENVELOPE DOCUMENTARY, A4, 500PCS PER BOX			
35	5	pc(s)	ENVELOPE DOCUMENTARY, LEGAL, 500PCS PER BOX			
36	15	box(s)	ENVELOPE, EXPNADING, KRAFT, 100PIECES PER BOX			
37	130	pc(s)	ENVELOPE, EXPNADING, PLASTIC			
38	3	box(s)	ENVELOPE MAILING, 500PIECES PER BOX			
39	10	pc(s)	ERASER, FELT, FOR BLACKBOARD/WHITEBOARD			
40	30	box(s)	FASTENER, METAL, NON-SHARP EDGES, 50SSETS PER BOX			
41	5	pc(s)	FILE ORGANIZER, EXPANDING, PLASTIC, LEGAL			
42	10	pc(s)	FILE TAB/INDEX DIVIDER, BRISTOL BOARD, A4			
43	20	pc(s)	FILE TAB/INDEX DIVIDER, BRISTOL BOARD, LEGAL			
44	4	bundle(s)	FOLDER , FANCY WITH SLIDE, A4, 50PIECES PER BUNDLE			



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<b>Item No.</b>	<b>Qty</b>	<b>Unit</b>	<b>Item Description</b>	<b>Remarks</b>	<b>Unit Price</b>	<b>Total</b>
45	12	bundle(s)	FOLDER , FANCY WITH SLIDE, LEGAL 50PIECES PER BUNDLE			
46	5	pack(s)	FOLDER L-TYPE, LEGAL, 50PIECES PER PACK			
47	17	box(s)	FOLDER PRESS BOARD, 100PIECES PER BOX			
48	4	pack(s)	FOLDER WITH TAB A4, 100PIECES PER BOX			
49	22	pack(s)	FOLDER WITH TAB LEGAL, 100PIECES PER BOX			
50	7	box(s)	INDEX TAB, SELF ADHESIVE, TRANSPARENT, 5SETS PER BOX			
51	450	pc(s)	MAGAZINE FILE BOX. LARGE			
52	41	set(s)	MARKER, FLOURESCENT, 3COLORS PER SET			
53	400	pc(s)	MARKER PERMANENT, BLACK			
54	250	pc(s)	MARKER PERMANENT, RED			
55	170	pc(s)	MARKER WHITEBOARD, BLACK			
56	36	pc(s)	MARKER WHITEBOARD, RED			
57	50	box(s)	PAPER CLIP, VINYL/PLASTIC COATED,35MM			
58	100	box(s)	PAPER CLIP, VINYL/PLASTIC COATED, JUMBO, 50MM			
59	1	unit(s)	PAPER TRIMMER/CUTTING MACHINE, TABLE TOP			
60	86	box(s)	PENCIL, LEAD/GRAPHITE WITH ERASER,			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
			1 DOZEN PER BOX			
61	10	unit(s)	PUNCHER, PAPER, HEAVY DUTY			
62	2	bundle(s)	RING BINDER, PLASTIC,32MM,10PIECES PER BUNDLE			
63	21	pc(s)	STAMP PAD, FELT			
64	13	pair(s)	SCISSORS, SYMMETRICAL OR ASYMMETRICAL			
65	4	unit(s)	STAPLER, HEAVY DUTY, (BINDER TYPE), DESKTOP			
66	10	pc(s)	STAPLER REMOVER, PLIER TYPE			
67	12	unit(s)	TAPE DISPENSER, TABLE TOP			
68	36	pad(s)	NOTEPAD STICK ON 2"X3", 100 SHEETS PER PAD			
69	80	pad(s)	NOTEPAD STICK ON 3"X4", 100 SHEETS PER PAD			
70	144	pad(s)	NOTEPAD STICK ON 3"X3", 100 SHEETS PER PAD			
71	59	pc(s)	NOTEBOOK, STENOGRAPHER			
72	42	ream(s)	PAPER, MULTICOPY, A4, 500CHEETS PER REAM			
73	220	ream(s)	PAPER MULTIPURPOSE, A4, 500SHEETS PER REAM			
74	10	book(s)	RECORD BOOK, 300PAGES			
75	27	book(s)	RECORD BOOK, 500PAGES			
76	290	pack(s)	TISSUE, INTERFOLDED PAPER TOWEL, 150 PULLS PER PACK			



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77	380	pack(s)	TOILET TISSUE PAPER, 2PLY, 12 ROLLS IN A PACK			
78	16	cart(s)	INK CATRIDGE, HP CN692AA (HP704), BLACK			
79	16	cart(s)	INK CATRIDGE, HP CN693AA (HP704), TRI-COLOR			
80	100	cart(s)	TONER CARTRIDGE,HPCE285A (HP85A), BLACK			
81	65	cart(s)	TONER CARTRIDGE,HPCF217A (HP17A) BLACK LASER JET			
82	2	cart(s)	TONER CARTRIDE, SAMSUNG, ML-D28508, BLACK			
83	17	pack(s)	COMPACT DISK, REWRITEABLE,, 50/PACK			
84	17	pack(s)	DVD, REWRITEABLE,, 50/PACK			
85	92	btl(s)	INK, ACRT. EPSON L3110, 003, BLACK			
86	64	btl(s)	INK, ACRT. EPSON L3110, 003, CYAN			
87	64	btl(s)	INK, ACRT. EPSON L3110, 003, MAGENTA			
88	64	btl(s)	INK, ACRT. EPSON L3110, 003, YELLOW			
89	50	btl(s)	CONTINUOUS INK REFILL, EPSON-003, L5190, BLACK			
90	5	btl(s)	CONTINUOUS INK REFILL, EPSON-003, L5190, CYAN			
91	2	btl(s)	CONTINUOUS INK REFILL, EPSON-003, L5190, MAGENTA			
92	5	btl(s)	CONTINUOUS INK REFILL, EPSON-003,			



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			L5190, YELLOW			
93	10	box(s)	BALL PEN PANDA, BLACK, 50PCS PER BOX			
94	50	pack(s)	BOARD PAPER A4 SIZE, 220GSM, 10SHEETS/PACK			
95	30	box(s)	DATA FILE BOX, 5"X9" X 15-3/4"			
96	70	box(s)	DATA FILE BOX WITH COVER, 11X11X16			
97	36	cart(s)	INK, CART. EPSON L5290-003, BLACK			
98	24	cart(s)	INK, CART. EPSON L5290-003, CYAN			
99	24	cart(s)	INK, CART. EPSON L5290-003, MAGENTA			
100	24	cart(s)	INK, CART. EPSON L5290-003, YELLOW			
101	1	unit(s)	EXTERNAL CD-DVD WRITER, PORTABLE			
102	10	pc(s)	FLASH DRIVE, 16GB CAPACITY			
103	11	box(s)	FASTENER, FOR PAPER, PLASTIC, 50SETS PER BOX			
104	15	unit(s)	MOUSE WIRELESS, USB			
105	10	roll(s)	DUCT TAPE 2"			
106	170	ream(s)	PAPER MULTIPURPOSE,80GSM, SUBS 20, SHORT			
107	100	ream(s)	PAPER MULTIPURPOSE,80GSM, SUBS 20, A4			
108	150	ream(s)	PAPER MULTIPURPOSE,80GSM, SUBS 20, LONG			
109	50	ream(s)	PAPER MULTI-PURPOSE, LETTER, 70GSM			



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110	15	pc(s)	POST-IT-NOTE PAGE MARKER			
111	12	pack(s)	LAID, SPECIAL PAPER, 65GSM/SHORT,20PCS PER PACK			
112	3	box(s)	RUBBER BAND, SMALL			
113	5	pc(s)	RULE, PLASTIC 12'			
114	100	pc(s)	SIGN PEN, 0.5MM THICKNESS, BLACK			
115	1	bt1(s)	STAMP PAD INK, RED			
116	60	pc(s)	STAPLER #35 WITH STAPLE WIRE REMOVER			
117	50	box(s)	STAPLE WIRE #35			
118	30	pack(s)	STICKER PAPER, A4 SIZE, 10PCS PER PACK			
119	10	roll(s)	TAPE, DOUBLE ADHESIVE 2"			
120	5	pad(s)	YELLOW PAD PAPER, LEGAL SIZE			
121	3	pc(s)	CUTTER HEAVY DUTY			
122	50	pc(s)	SIGN PEN, 0.7MM THICKNESS, BLACK			
123	30	pc(s)	SIGN PEN, 1.0MM THICKNESS, BLACK			
124	36	pc(s)	SIGN PEN, GREEN, LIQUID OR GEL			
125	36	pc(s)	SIGN PEN, VIOLET, LIQUID OR GEL			
126	500	pc(s)	FOLDER 14PTS. LEGAL (BROWN OUTSIDE & WHITE INSIDE)			
127	500	pc(s)	FOLDER GREEN WITH TAB, LEGAL			
<b>Total Amount:</b>						





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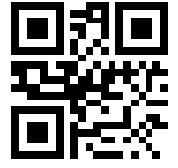
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Location of the Project : **City Administrator's Office**

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 COMMON-USED SUPPLIES for 2nd SEMESTER OF 2023 TO BE USED AT THE CITY ADMINISTRATOR'S OFFICE IN THE CITY OF SAN FERNANDO, PAMPANGA SUBJECT TO ORDERING AGREEMENT**

#### **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 City Administrator's Office plays a vital role in fulfilling this mission. The CADMINO is responsible in the development of plans and strategies which are related to the management and administration of programs and projects and upon the approval of the LCE and the SP are for the executive's implementation. The office is in the frontline of the delivery of administrative support services in all situations, especially during and in the aftermath of all kinds of disaster, natural and man-made.

Considering the five (5) divisions/offices under the department, on time delivery of public services and transparency on all transactions is necessary. Thus, the request for 2nd Semester Common Used Supplies for the year 2023 subject to Ordering Agreement is being proposed.

#### **II.BUDGETARY REQUIREMENT**

The Budgetary Requirement for the Supply and Delivery of Common-Used Supplies to be used at the City Administrator's Office in the City of San Fernando, Pampanga subject to Ordering Agreement, is included in the PPMP with Ref. No. 2023-2422 and already included in the Annual Procurement Plan (APP) of the City Government, amounting to ONE MILLION SIX HUNDRED FORTY TWO THOUSAND FIVE HUNDRED THIRTY SIX PESOS & 77/100 (Php 1,642,536.77)

#### **III.OBJECTIVES**

The objectives of the Supply and Delivery of Common-Used Supplies to be used at the City Administrator's Office in the City of San Fernando, Pampanga subject to Ordering Agreement are as follows:

1. To ensure that office transactions of all divisions/offices should not be hamper; and
2. To ensure that quality of service to all clients be achieved effectively and efficiently.

#### **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

<b>Qty.</b>	<b>Unit</b>	<b>Item Description/ Specifications</b>	<b>Delivery Date</b>	<b>Location</b>
36	pc(s)	SIGN PEN, VIOLET, LIQUID OR GEL	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP

36	pc(s)	SIGN PEN, GREEN, LIQUID OR GEL	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
30	pc(s)	SIGN PEN, 1.0MM THICKNESS, BLACK	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
50	pc(s)	SIGN PEN, 0.7MM THICKNESS, BLACK	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP

3	pc(s)	CUTTER HEAVY DUTY	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
5	pad(s)	YELLOW PAD PAPER, LEGAL SIZE	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
10	roll(s)	TAPE, DOUBLE ADHESIVE 2"	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
30	pack(s)	STICKER PAPER, A4 SIZE, 10PCS PER PACK	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
50	box(s)	STAPLE WIRE #35	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
60	pc(s)	STAPLER #35 WITH STPALE WIRE REMOVER	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
1	btl(s)	STAMP PAD INK, RED	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
100	pc(s)	SIGN PEN, 0.5MM THICKNESS, BLACK	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
5	pc(s)	RULER, PLASTIC 12'	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
3	box(s)	RUBBER BAND, SMALL	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
12	pack(s)	LAI, SPECIAL PAPER, 65GSM/SHORT, 20PCS PER PACK	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
15	pc(s)	POST-IT-NOTE PAGE MARKER	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
50	ream(s)	PAPER MULTI-PURPOSE, LETTER, 70GSM	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
150	ream(s)	PAPER MULTIPURPOSE, 80GSM, SUBS 20, LONG	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
100	ream(s)	PAPER MULTIPURPOSE, 80GSM, SUBS 20, A4	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
170	ream(s)	PAPER MULTIPURPOSE, 80GSM, SUBS 20, SHORT	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
10	roll(s)	DUCT TAPE 2"	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
15	unit(s)	MOUSE WIRELESS, USB	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
11	box(s)	FASTENER, FOR PAPER, PLASTIC, 50SETS PER BOX	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP

10	pc(s)	FLASH DRIVE, 16GB CAPACITY	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
1	unit(s)	EXTERNAL CD-DVD WRITER, PORTABLE	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
24	cart(s)	INK, CART. EPSON L5290-003, YELLOW	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
24	cart(s)	INK, CART. EPSON L5290-003, MAGENTA	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
24	cart(s)	INK, CART. EPSON L5290-003, CYAN	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
36	cart(s)	INK, CART. EPSON L5290-003, BLACK	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP

70	box(s)	DATA FILE BOX WITH COVER, 11X11X16	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
30	box(s)	DATA FILE BOX, 5"X9" X 15-3/4"	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
50	pack(s)	BOARD PAPER A4 SIZE, 220GSM, 10SHEETS/PACK	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
10	box(s)	BALL PEN PANDA, BLACK, 50PCS PER BOX	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
5	btl(s)	CONTINUOUS INK REFILL, EPSON-003, L5190, YELLOW	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
2	btl(s)	CONTINUOUS INK REFILL, EPSON-003, L5190, MAGENTA	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
5	btl(s)	CONTINUOUS INK REFILL, EPSON-003, L5190, CYAN	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
50	btl(s)	CONTINUOUS INK REFILL, EPSON-003, L5190, BLACK	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
64	btl(s)	INK, ACRT. EPSON L3110, 003, YELLOW	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
64	btl(s)	INK, ACRT. EPSON L3110, 003, MAGENTA	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
64	btl(s)	INK, ACRT. EPSON L3110, 003, CYAN	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
92	btl(s)	INK, ACRT. EPSON L3110, 003, BLACK	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
17	pack(s)	DVD, REWRITEABLE,, 50/PACK	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
17	pack(s)	COMPACT DISK, REWRITEABLE,, 50/PACK	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
2	cart(s)	TONER CARTRIDGE, SAMSUNG, ML-D28508, BLACK	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
65	cart(s)	TONER CARTRIDGE,HPCF217A (HP17A) BLACK LASER JET	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP

100	cart(s)	TONER CARTRIDGE,HPCE285A (HP85A), BLACK	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
16	cart(s)	INK CATRIDGE, HP CN693AA (HP704), TRI-COLOR	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
16	cart(s)	INK CATRIDGE, HP CN692AA (HP704), BLACK	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
380	pack(s)	TOILET TISSUE PAPER, 2PLY, 12 ROLLS IN A PACK	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
290	pack(s)	TISSUE, INTERFOLDED PAPER TOWEL, 150 PULLS PER PACK	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
27	book(s)	RECORD BOOK, 500PAGES	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
10	book(s)	RECORD BOOK, 300PAGES	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
220	ream(s)	PAPER MULTIPURPOSE, A4, 500SHEETS PER REAM	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
42	ream(s)	PAPER, MULTICOPY, A4, 500CHEETS PER REAM	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP

59	pc(s)	NOTEBOOK, STENOGRAPHER	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
144	pad(s)	NOTEPAD STICK ON 3"X3", 100 SHEETS PER PAD	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
80	pad(s)	NOTEPAD STICK ON 3"X4", 100 SHEETS PER PAD	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
36	pad(s)	NOTEPAD STICK ON 2"X3", 100 SHEETS PER PAD	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
12	unit(s)	TAPE DISPENSER, TABLE TOP	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
10	pc(s)	STAPLER REMOVER, PLIER TYPE	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
4	unit(s)	STAPLER, HEAVY DUTY, (BINDER TYPE), DESKTOP	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
13	pair(s)	SCISSORS, SYMMETRICAL OR ASYMMETRICAL	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
21	pc(s)	STAMP PAD, FELT	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
2	bundle(s)	RING BINDER, PLASTIC,32MM,10PIECES PER BUNDLE	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
10	unit(s)	PUNCHER, PAPER, HEAVY DUTY	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
86	box(s)	PENCIL, LEAD/GRAPHITE WITH ERASER, 1 DOZEN PER BOX	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
1	unit(s)	PAPER TRIMMER/CUTTING MACHINE, TABLE TOP	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP

100	box(s)	PAPER CLIP, VINYL/PLASTIC COATED, JUMBO, 50MM	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
50	box(s)	PAPER CLIP, VINYL/PLASTIC COATED, 35MM	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
36	pc(s)	MARKER WHITEBOARD, RED	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
170	pc(s)	MARKER WHITEBOARD, BLACK	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
250	pc(s)	MARKER PERMANENT, RED	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
400	pc(s)	MARKER PERMANENT, BLACK	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
41	set(s)	MARKER, FLOURESCENT, 3COLORS PER SET	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
450	pc(s)	MAGAZINE FILE BOX. LARGE	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
7	box(s)	INDEX TAB, SELF ADHESIVE, TRANSPARENT, 5SETS PER BOX	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
22	pack(s)	FOLDER WITH TAB LEGAL, 100PIECES PER BOX	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
4	pack(s)	FOLDER WITH TAB A4, 100PIECES PER BOX	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
17	box(s)	FOLDER PRESS BOARD, 100PIECES PER BOX	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP

5	pack(s)	FOLDER L-TYPE, LEGAL, 50PIECES PER PACK	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
12	bundle(s)	FOLDER , FANCY WITH SLIDE, LEGAL 50PIECES PER BUNDLE	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
4	bundle(s)	FOLDER , FANCY WITH SLIDE, A4, 50PIECES PER BUNDLE	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
20	pc(s)	FILE TAB/INDEX DIVIDER, BRISTOL BOARD, LEGAL	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
10	pc(s)	FILE TAB/INDEX DIVIDER, BRISTOL BOARD, A4	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
5	pc(s)	FILE ORGANIZER, EXPANDING, PLASTIC, LEGAL	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
30	box(s)	FASTENER, METAL, NON-SHARP EDGES, 50SETS PER BOX	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
10	pc(s)	ERASER, FELT, FOR BLACKBOARD/WHITEBOARD	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
3	box(s)	ENVELOPE MAILING, 500PIECES PER BOX	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
130	pc(s)	ENVELOPE, EXPNADING, PLASTIC	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP

15	box(s)	ENVELOPE, EXPANDING, KRAFT, 100PIECES PER BOX	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
5	pc(s)	ENVELOPE DOCUMENTARY, LEGAL, 500PCS PER BOX	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
5	box(s)	ENVELOPE DOCUMENTARY, A4, 500PCS PER BOX	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
1	pc(s)	DATING AND STAMPING MACHINE	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
90	pc(s)	DATA FOLDER	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
60	pc(s)	DATA FILE BOX	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
8	pc(s)	CUTTER UTILITY KNIFE FOR GENERAL PURPOSE	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
800	pc(s)	CORRECTION TAPE, 8METERS	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
50	box(s)	CLIPBACKFOLD, 50MM	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
28	box(s)	CLIPBACKFOLD, 32MM	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
43	box(s)	CLIPBACKFOLD, 25MM	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
38	box(s)	CLIPBACKFOLD, 19MM	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
17	unit(s)	CALCULATOR, COMPACT	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
6	tube(s)	BLADE FOR GENERAL PURPOSE CUTTER/UTILITY KNIFE, 10PCS/TUBE	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
15	pc(s)	RULER, PLASTIC, 450MM	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP

34	roll(s)	TAPE TRANSPARENT 48MM	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
180	roll(s)	TAPE TRANSPARENT 24MM	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
58	roll(s)	TAPE PACKAGING, 48MM	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
40	roll(s)	TAPE MASKING, 48MM	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
70	roll(s)	TAPE MASKING, 24MM	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
8	roll(s)	TAPE, ELECTRICAL	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
250	box(s)	STABLE WIRE, STANDARD	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP

3	unit(s)	MOUSE OPTICAL, USB CONNECTION TYPE	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
4	unit(s)	EXTERNAL HARD DRIVE 1TB	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
38	box(s)	CARBON FILM, LEGAL, 100 SHEETS PER BOX	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
30	btl(s)	INK FOR STAMP PAD, 50ML	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
86	pack(s)	BATTERY DRYCELL, SIZE AAA	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
188	pack(s)	BATTERY DRYCELL, SIZE AA	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
60	pc(s)	SIGN PEN, RED, LIQUID OR GEL	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
400	pc(s)	SIGN PEN, BLUE, LIQUID OR GEL	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
1,564	pc(s)	SIGN PEN, BLACK, LIQUID OR GEL	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
16	pc(s)	ERASER, PLASTIC/RUBBER	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
60	pc(s)	CLEARBOOK, 220 TRANSPARENT POCKETS, LEGAL	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
65	pc(s)	CLEARBOOK, 220 TRANSPARENT POCKETS, A4	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
60	gal(s)	ALCOHOL, ETHYL, 1 GALLON	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
450	btl(s)	ALCOHOL, ETHYL, 500ML	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
500	pc(s)	FOLDER GREEN WITH TAB. LEGAL	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, Del Pilar, CSFP
500	pc(s)	FOLDER 14PTS, LEGAL (BROWN OUTSIDE & WHITE INSIDE)	Upon approval of Delivery Order Contract up to December 2023.	CGSO, NPM, 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 conform 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 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 Date shall be upon approval of Delivery Order Contract up to December 31,2023.
  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.
  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 and to immediately notify the supplier/ contractor in case of any concerns before the acceptance.
- d. Inspection and Acceptance
1. The End-User shall accept the delivery with the (1) delivery receipts, and submit immediately to the Inspector of CGSO-PSMD.

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 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 month.
- 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:



**Ms. AMALIA A. CATA CUTAN**  
Procurement Officer/End-User

Approved by:



**Engr. NELSON G. LINGAT**  
Head/End-User

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 of the supplier/ contractor.*