



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 Two (2) Units Dot Matrix Printers to be used at the Department of Education Training Center, City of San Fernando Pampanga**

Location of the Project : **Department of Education - City of San Fernando, Pampanga**

Company Name

Date : **Sep 6, 2023**

PR No. : **2023-08-02020**

Address

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Wednesday, September 13, 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	2	unit(s)	Dot Matrix Printer 24_pin 136 Column -24 Pin Wide Carriage -Speed: up to 480 cps (10cpi) -MTBF: 20,000 Power on Hours -USB and PArallel Ports (optional Network Print Server) -Print Method: Impact Dot Matrix -Control Panel: 6 Switches and 10 Leds are located on the panel -Print Direction: Bi Direction with Logic Seeking -Number of Pins in Head: 24 Pins -High Draft: 10 cpi:120 cps:480 cps; 12 cpi: 576 cps -Letter Quality: 10 cpi: 120 cps 12cpi: 144 cps 15 cpi: 180 cps (Condensed) 17 cpi: 205 cps (Condensed) 20 cpi: 240 cps -MVBF; 40 Million Lines except print head -Printhead Life: 400 million strokes/wire			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
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 Two (2) Units of Dot Matrix Printers to be used at the Department of Education Training Center, City of San Fernando, Pampanga

I. RATIONALE

The Department of Education (DepEd) is committed to ensuring the effective implementation of the K to 12 Curriculum, even in the face of challenges posed by the pandemic. To address limitations in connectivity and gadget availability among students, DepEd has provided alternative learning modalities such as blended learning and printed modular distance learning. In times of crises, including man-made and natural disasters, schools must adopt flexible approaches to continue the teaching-learning process. Printed learning materials have proven to be invaluable in augmenting face-to-face interactions, especially in areas with limited access to digital resources. Therefore, it is crucial to equip the 46 schools in the Division of the City of San Fernando with printing equipment to reproduce supplementary learning resources and support the resilience and sustainability of the education system outlined in the Matatag Agenda of the new administration. This investment will empower educators to provide equitable access to quality education, improve learning outcomes, enhance governance and management practices, and build a robust education system that can adapt to changing circumstances.

II. METHODOLOGY

A survey and inventory will be conducted for the printing materials/equipment needed by the schools. A thorough assessment of the printing requirement, including the expected print volume, type of documents, and desired functionalities. 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 equipment 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:

2 Units of Dot Matrix Printer @ P54,000.00 = P108, 000.00

VI. TERMS AND CONDITIONS

a. Specifications/ Schedule of Requirements:

Item Description/ Specifications	Date of the Activity	Location
2 Units -Dot Matrix Printer 24-Pin 136 Column -24 Pin Wide Carriage - Speed: up to 480 cps (10cpi) - MTBF: 20,000 Power on Hours - USB and Parallel Ports (Optional network Print Server) -Print Method: Impact Dot Matrix - Control Panel: 6 Switches and 10 Leds are located on the panel -Print Direction: Bi Direction with logic seeking -Number of Pins in Head: 24 Pins -High Speed Draft: 10 cpi: 120 cps:480 cps; 12 cpi: 576 cps - Letter Quality: 10 cpi: 120 cps 12 cpi: 144 cps 15cpi:180 cps (Condensed) 17 cpi: 205 cps (Condensed) 20 cpi: 240 cps - MVBF;40 Million lines except print head -Printhead Life: 400 million strokes/	Sept. 2023,	On-Site Delivery to the Division Training Center San Isidro, CSFP

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.