



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 Additional IEC Materials to be used during the Koyang Enforcer Goes to CSFP Schools**
Location of the Project : **City Public Order and Safety Coordinating Office**

Company Name Date : **Sep 20, 2023**

PR No. : **2023-09-02177**

Address

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Monday, September 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	600	pc(s)	8 x 5.5 spiral notebook (pref red in color) with CPOSCO and CSFP Logo print out with "Fernandino Ka, Kayabe Ka" print out with "Kayanacang Fernandino, Matenacan ampon Disiplinadu" print out			
2	600	pc(s)	Sign pen (black in color) With "Fernandino Ka, Kayabe Ka" print out			
3	600	pc(s)	Foldable Fan with pouch (red in color) (10 inches diameter) (Traffic and Public Order Violations)			
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 Additional IEC Materials to be used during Koyang Enforcer Goes to CSFP Schools

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.

As the primary department of the City Government that implements all ordinances pertaining to public order and safety, the CPOSCO is continuously seeking ways to instill discipline among all road users through the regular conduct of clearing operations to different road obstructions, check-points to identify erring drivers and pedestrians and traffic policing to monitor and maintain public order along major thoroughfares of the City.

This 2023, the CPOSCO shall upgrade its operations by educating young Fernandinos on the rules, regulations and laws pertaining to public order and safety through the conduct of its DISIPLINA MUNA campaign to encourage school communities to initiate emergence and participate in the growing public awareness and consciousness on the importance of public order and safety to the community, entitled **Koyang Enforcer goes to Schools: “Kayanacang Fernandino, Matenacan ampon Disiplinadu”**, to schools located in the city.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply and delivery of Additional IEC Materials to be used during Koyang Enforcer Goes to CSFP Schools in the City of San Fernando, Pampanga is included in the PPMP with Ref. No. 2023-3529 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of One hundred eleven thousand pesos (111,000.00)

III. OBJECTIVES

The objectives of the Supply and delivery of Additional IEC Materials to be used during Koyang Enforcer Goes to CSFP Schools to be used during Koyang Enforcer Goes to CSFP Schools in the City of San Fernando, Pampanga as follows:

1. To increase the level of public awareness of Fernandino Youth through the conduct of Information and Education Campaign.

2. To equip young Fernandinos with knowledge on the rules, regulations and laws pertaining to public order and safety being implemented in the city.
3. To promote public order and safety towards a more involved, coordinative, and well-regulated community.
4. To encourage school communities to effectively and efficiently raise and promote public order and safety awareness.
5. To strengthen the trust and confidence of the young Fernandinos towards CPOSCO Enforcers.

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
600	Pcs.	Foldable Fan with pouch (red in color) (10 inches diameter) (Traffic and Public Order Violations)	October 2023	CGSO Storage
600	Pcs.	Sign pen (black in color) With "Fernandino Ka, Kayabe Ka" print out		
600	Pcs.	8 x 5.5 spiral notebook (pref red in color) with CPOSCO and CSFP Logo print out with "Fernandino Ka, Kayabe Ka" print out with "Kayanacang Fernandino, Matenacan ampon Disiplinadu" print out		

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/ provider.
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 that there are readily- available supplies upon submission of Request for Quotation (RFQ)/ Bid since delivery is anticipated upon issuance of PO/ Contract.
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)/ Contracts, No Delivery” Policy and comply with the delivery period.
2. The Delivery Period shall be on 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.
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 of meals and to immediately notify the supplier/ contractor in case of any concerns before the acceptance.

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 CITYGOVERNMENT**

The deliverables of the supplier/ contractor shall be as follows:

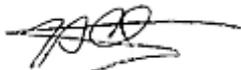
- a. Provide the quantity of additional IEC Materials being required by the project/ program;
and

- 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 delivery regardless if the delivery is per month or Ordering Agreement.
- 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.

CONFORME:
_____ Signature over Printed Name
_____ Date



LOUIE P. CLEMENTE
Department Head, CPOSCO

***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.*

