



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 by the Community Based Inclusive Development Operations Office for the year 2023 in the City of San Fernando, Pampanga**

Location of the Project : **City Social Welfare and Development Office**

Company Name

Date : **Oct 12, 2023**

PR No. : **2023-03-00708**

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, October 17, 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	10	box(s)	Carbon Paper (Film Carbon Paper Long) 1000 sheets per box			
2	10	box(s)	Binder Clip Black Steel (25mm) 12 clips per box			
3	10	box(s)	Binder Clip Black Steel (51mm) 12 clips per box			
4	10	pc(s)	Masking Tape (2 inch adhesive masking tape)			
5	15	pc(s)	Arch File (Cardboard 2 rings 23 inch thick cover to cover, Long 14x11 inch)			
6	1	pc(s)	White Board (Magnetic) 100x150cm			
7	2	pc(s)	Dater Stamp (Stamp and Sign Rubber Dater 8 digits 4mm)			
8	500	pc(s)	White Folder with Jacket Long and Plastic Cover			
9	5	pc(s)	Record Book Logbook (5.5x8.5) 200 pages			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
10	20	pc(s)	Clear Book Folder (20 filler plastic page, legal size)			
11	6	pc(s)	Storage Box 58 Liters with wheels			
12	6	pc(s)	Storage Box 120 Liters with wheels			
13	2	pc(s)	Storage Box (20 Liters with wheels, L40cm/W30cm/H25cm)			
14	20	pc(s)	Data File Box (Fits Legal Size Folders/with pocket label 15.5x4.5x9.5			
15	2	btl(s)	Ink for Inkjet Printer (Yellow)			
16	5	set(s)	Cartridge (G2010 Canon Pixma Printhead, Set)			
17	2	btl(s)	Ink for Inkjet Printer (Magenta)			
18	2	btl(s)	Ink for Inkjet Printer (Cyan)			
19	4	btl(s)	Ink for Inkjet Printer (Black)			
20	5	roll(s)	Cartolina Paper (Assorted Colors 10pcs per roll)			
21	5	pack(s)	Sticker Paper (Printable Adhesive Paper, 105gsm, Matte (A4) (100 per pack)			
22	10	pack(s)	Board Certificate Paper (200 GSM 10 sheets per pack, pale cream (A4)			
23	100	pc(s)	Sign Pen Needle Point			
24	10	box(s)	Bond Paper A4 500 Per Ream (Box of 5)			
25	10	box(s)	Bond Paper Short 8.5 x 11 (500 per ream) Box of 5			
26	5	box(s)	White Board Marker (Black, easy, erasing, bright marking, without ghost refillable, 2.8mm (Box of 10)			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
27	10	pc(s)	Permanent Marking Pen (Jumbo) Extra Broad Tip 12.5mm			
28	25	pc(s)	Plastic Expanding Envelope with Handle (15 x12 inches clear, random color)			
29	100	pc(s)	Certificate Holder A4 Size "8.27 x 11.69"			
30	20	pc(s)	Highlighter Pen (Text Marker, 2 line widths, 2 + 5mm, Assorted Color)			
31	2	box(s)	Pencil (No. 3, Box of 12)			
32	10	box(s)	Ball Point Pen (Black, Box of 12)			
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 SUPPLIES/ MATERIALS TO BE USED BY COMMUNITY BASED INCLUSIVE DEVELOPMENT OPERATIONS OFFICE FOR THE YEAR 2023 IN THE CITY OF SAN FERNANDO, PAMPANGA

I.BACKGROUND

The Republic Act 7277 also known as "Magna Carta for Disabled Persons"; An act providing for the rehabilitation, self-development and self-reliance of disabled person and their integration. On the Section 3, this act shall cover all disabled persons and, to the extent herein provided, departments, offices and agencies of the National Government or Non-Government Organizations involved in the attainment of the objectives of this act. Under item J of this section entitled Auxiliary Services which are the supportive activities in the delivery of social services to the marginalized sectors of the society.

Life skills for children/youth with disabilities or special needs play an essential role in improving their sensory processing, communication, safety, social relationships and ultimately, acquiring independence despite their limitations. Children and youth regardless of abilities should have opportunities to maximize their potential. Early intervention and integration support programs are important for growth and development of children and youth with disabilities.

II.BUDGETARY REQUIREMENT

The budgetary requirement for the Supply and Delivery of Supplies/ Materials to be used by the Community Based Inclusive Development Operations Office for the year 2023 in the City of San Fernando, Pampanga is included in the PPMP with Ref. No. 2023- 2269 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **ONE HUNDRED TWENTY-TWO THOUSAND AND NINE HUNDRED TEN PESOS (PHP122,910.00)**.

III.OBJECTIVES

- To create a mechanism to enable Children and Youth with Disabilities to build confidence and independence in improving their individuality.

IV.TERMS AND CONDITIONS

During the procurement process and delivery/ implementation of the contract thru ordering agreement schedule, the end- user and the supplier/ contractor shall:

a. Specifications/ Schedule of Requirements

Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
10	box(s)	Carbon Paper (Film Carbon Paper Long)1000 sheets per box	Oct- Dec 2023	Central Storage GSO, City of San Fernando, Pampanga
10	box(s)	Binder Clip Black Steel (25mm) 12 clips per box		
10	box(s)	Binder Clip Black Steel (51mm) 12 clips per box		
10	pc(s)	Masking Tape (2-inch adhesive masking tape)		

15	pc(s)	Arch File (Cardboard 2rings 23-inch-thick cover to cover, Long 14x11 inch	Oct- Dec 2023	Central Storage GSO, City of San Fernando, Pampanga
1	pc(s)	WhiteBoard (Magnetic)100x150cm		
2	pc(s)	Dater Stamp (Stamp and Sign Rubber Dater 8 digits 4mm)		
500	pc(s)	White Folder with Jacket Long and Plastic Cover		
5	pc(s)	Record Book Logbook (5.5x8.5) 200 pages		
20	pc(s)	Clear book Folder (20 filler plastic page, legal size		
6	pc (s)	Storage Box 58 Liters with wheels		
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2	pc(s)	Storage Box (20 Liters with wheels, L40cm/W30cm/H25cm		
20	pc(s)	Data File Box (Fits Legal Size Folders with pocket label 15.5x4.5x9.5		
2	btl(s)	Ink for Inkjet Printer (Yellow)		
5	set (s)	Cartridge (G2010 Canon Pixma Printed, Set)		
2	btl (s)	Ink for Inkjet Printer (Magenta)		
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2	btl (s)	Ink for Inkjet Printer (Black)		
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100	pc(s)	Sign Pen Needle Point		
10	box(s)	Bond Paper A4 500 per ream (Box of 5)		

10	box(s)	Bond Paper Short 8.5x11 500 per ream (Box of 5)	Oct- Dec 2023	Central Storage GSO, City of San Fernando, Pampanga
5	box(s)	White Board Marker (Black, easy, erasing, bright marking, without ghost refillable, 2.8mm (box of 10)		
10	pc(s)	Permanent Marker Pen (Jumbo) Extra Broad Tip 12.5mm		
25	pc(s)	Plastic Expanding Envelop with handle (15 x12 inches clear, random color		
100	pc(s)	Certificate Holder A4 Size "8.27x 11.69"		
20	pc(s)	Highlighter Pen (Text Marker, 2 line widths, 2+5mm, Assorted color		
		Pencil (No. 3 box of 12)		
2	box(s)	Ball Point Pen (black, Box of 12)		
10	box(s)			

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 confirmed 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 October to December 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 Supplies/ materials to be used by the Community Based Inclusive Development Operations office being required by the project/ program; and
- b. Strictly follow the specifications and timely provision of requirements based on the delivery schedule.

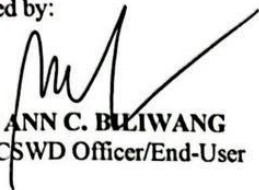
The deliverables of the City Government shall be as follows:

- 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:


LALAIN P. CUBACUB
Social Welfare Officer I

Approved by:


MARY ANN C. BILIWANG
Acting CSWD Officer/End-User

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.