



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 One (1) Unit Photocopier Machine to be used at the Family Life Resource Center 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. : **2023-10-02368**

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: _____

Lorraine Kate M. Escoto 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	1	unit(s)	Photocopier Machine Printing & Copying Speed: A4 max. 36 ppm A3 max. 18 ppm Print System: Laser Gradation: 256 Paper Feeder Standard 1,100 sheets, max. 3,600 sheets 500 sheets universal cassette, (A5-A4, 60-220 gsm) 500 sheets universal cassette, (A5-A3, 60-220 gsm) 100 sheets bypass tray (A5-A3, custom sizes 60-220 gsm) Warm up time: Approx. 20 sec. Printer Specification Controller: embedded controller with 1.2 GHz System Memory Standard: 2,048 MB Resolution: 1,800 x 600 dpi Mobile Printing: AirrPrint (iOS), Mopria (Android), Google Cloud Print (optional), WiFi Direct (optional) iNEOPRINT (iOS & Android), PageScope Mobile (iOS & Android) NFC Authentication and Paring (Android)			



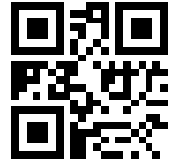
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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
			Interfaces: Ethernet 10 BaseT/100 BaseT/1000 BaseT/USB 2.0, Scanning Specification Type of Scanning: Scan to email/FTP/Box (HDD)/PC/SMB/WebDAV/Me/Home/USB/DPWS/Network TWAIN Resolution: 600x600 dpi Scanning Speed: Max. 45 opm (Color & B/W) Size of Original: Max. A3 size Scanning Formats: TIFF, PDF, Compact PDF, JPEG, XPS, compact XPS, pptx, docx, xlsx, searchable PDF, PDF/A, linearised PDF Copy Specifications Duplex Document Feeder: Up to 100 originals; A6-A3 Copy pre-selection: 1-9,999 Zoom: 25-400% in 0.1% steps, auto zooming First A4 Copy: 4.3 sec. Memory: 2 GB RAM HDD: 250 GB (optional) Resolution: 600x600 dpi			
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 ONE (1) UNIT PHOTOCOPIER MACHINE TO BE USED AT THE FAMILY LIFE RESOURCE CENTER IN THE CITY OF SAN FERNANDO, PAMPANGA FOR THE YEAR 2023

I.BACKGROUND

Republic Act 7277 or the Magna Carta for Disabled Persons is an Act providing for the rehabilitation, self-development and self-reliance of Persons with Disability and their integration into the mainstream of society and for other purposes. Pursuant to Section 1 of Ra no. 10070, amending Section 40 of RA No. 7277, Local Government Units and National Agencies shall have the following roles, namely: Local government unit shall promote the establishment of organizations of persons with disabilities (PWDs) in their respective territorial jurisdictions.

The City of San Fernando through the efforts of City Social Welfare and Development Office (CSWDO) and Persons with Disability Affairs Office (PDAO) has been recognizing the rights of PWDs to form organizations or associations that promote their welfare and advance or safeguard their interests. To ensure the active participation of PWDs, the city has organized 35 barangays including Northville and their organizations shall be encouraged to participate in the planning, organization and management of government programs and projects for PWDs.

II.BUDGETARY REQUIREMENT

The budgetary requirement for supply and delivery of one (1) unit photocopier machine to be used at the Family Life Resource Center in the City of San Fernando, Pampanga the, is included in the PPMP with Ref. No. 2023- 3719 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **EIGHTY THOUSAND PESOS (PHP80,000.00)**.

III.OBJECTIVES

To provide effective and efficient services to Persons with Disabilities, since these are used to the registration of our Fernandino PWDs and also to cater our PWD clients experiencing mental health issues by providing a facility which shall serves as the venue for the implementation of Family Life Resource Center.

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
1	unit(s)	<p>Photocopier Machine Printing & Copying Speed: A4 max. 36 ppm A3 max. 18 ppm Print System: Laser Gradation: 256 Paper Feeder Standard 1,100 sheets, max. 3,600 sheets 500 sheets universal cassette, (A5-A4, 60-220 gsm) 500 sheets universal cassette, (A5-A3, 60-220 gsm) 100 sheets bypass tray (A5-A3, custom sizes 60-220 gsm) Warm up time: Approx. 20 sec. Printer Specification Controller: embedded controller with 1.2 GHz System Memory Standard: 2,048 MB Resolution: 1,800 x 600 dpi Mobile Printing: AirPrint (iOS), Mopria (Android), Google Cloud Print (optional), WiFi Direct (optional) iNEOPRINT (iOS & Android), PageScope Mobile (iOS & Android) NFC Authentication and Paring (Android) Interfaces: Ethernet 10 BaseT/100 BaseT/1000 BaseT/USB 2.0, Scanning Specification Type of Scanning: Scan to email/FTP/Box (HDD)/PC/SMB/WebDAV/Me/Home/USB/DPWS/Network TWAIN Resolution: 600x600 dpi Scanning Speed: Max. 45 opm (Color & B/W) Size of Original: Max. A3 size Scanning Formats: TIFF, PDF, Compact PDF, JPEG, XPS, compact XPS, pptx, docx, xlsx, searchable PDF, PDF/A, linearised PDF Copy Specifications Duplex Document Feeder: Up to 100 originals; A6-A3 Copy pre-selection: 1-9,999 Zoom: 25-400% in 0.1% steps, auto zooming First A4 Copy: 4.3 sec. Memory: 2 GB RAM HDD: 250 GB (optional) Resolution: 600x600 dpi</p>	Oct-Dec 2023	Central Storage GSO, City of San Fernando, Pampanga

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 supply and delivery of one unit (1) Photocopier Machine to be used at the Family Life Resource Center which 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 B. 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.