



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 : **Reproduction and Hardbinding of Books to be used at the Office of the Sangguniang Panlungsod for year 2023 in the City of San Fernando, Pampanga**
Location of the Project : **Office of the Sangguniang Panlungsod**

Company Name _____ Date : **Oct 27, 2023**
PR No. : **2023-10-02505**
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 31, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga.**

Canvassed by: _____ Approved by: _____

Jannelle D.A. Tungcab 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	book(s)	Minutes of Regular/Special Session January to February 2020			
2	1	book(s)	Minutes of the Regular/Special Session March to April 2020			
3	1	book(s)	Minutes of the Regular/Special Session May 2020			
4	1	book(s)	Minutes of the Regular/Special Session June 2020			
5	1	book(s)	Minutes of the Regular/Special Session July to August 2020			
6	1	book(s)	Minutes of the Regular/Special Session September to October 2020			
7	1	book(s)	Minutes of the Regular/Special Session November to December 2020			
8	1	book(s)	Minutes of the Regular/Special Session January to February 2021			
9	1	book(s)	Minutes of the Regular/Special Session March to April 2021			
10	1	book(s)	Minutes of the Regular/Special Session May to June 2021			
11	1	book(s)	Minutes of the Regular/Special Session July to August 2021			
12	1	book(s)	Minutes of the Regular/Special Session September to October 2021			
13	1	book(s)	Minutes of the Regular/Special Session November to December 2021			
14	1	book(s)	Minutes of the Regular/Special Session January 2022			
15	1	book(s)	Minutes of the Regular/Special Session February 2022			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
16	1	book(s)	Minutes of the Regular/Special Session March 2022			
17	1	book(s)	Minutes of the Regular/Special Session April 2022			
18	1	book(s)	Minutes of the Regular/Special Session May -June 2022			
19	1	book(s)	Appropriation Ordinance No. 01 to 06-2021 Ordinance No. 001-024- 2021			
20	1	book(s)	Ordinance No. 025-050-2021			
21	1	book(s)	Resolution No. 001-051-2021 January-March			
22	1	book(s)	Resolution No. 052-100-2021 April -June			
23	1	book(s)	Resolution No. 101-135-2021-July- September			
24	1	book(s)	Resolution No. 136-191-2021 October-December			
25	1	book(s)	Resolution No. 161-215-2020			
26	1	book(s)	Resolution No. 259-300-2020			
27	1	book(s)	Resolution No. 301-350-2020			
28	1	book(s)	Resolution No. 216-258-2020			
29	1	book(s)	Resolution No. 112-160-2020			
30	1	book(s)	Resolution No. 001-058-2020			
31	1	book(s)	Resolution No. 059-111-2020			
32	1	book(s)	Appropriation Ordinance No. 001-006-2020			
33	1	book(s)	Resolution No. 351-397-2020			
34	1	book(s)	Resolution No. 001-065-2022			
35	1	book(s)	Resolution No. 006-108-2022			
36	1	book(s)	Resolution No. 109-153-2022			
37	1	book(s)	Appropriation Ordinance No. 001-2022 Ordinance No. 001-013-2022			
38	1	book(s)	Ordinance No. 014-028-2022			
39	1	book(s)	Ordinance No. 029-047-2022			
40	1	book(s)	Journal of the Regular/Special Session (January 2022)			
41	1	book(s)	Journal of the Regular/Special Session (February 2022)			
42	1	book(s)	Journal of the Regular/Special Session (March 2022)			
43	1	book(s)	Journal of the Regular/Special Session (April 2022)			



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Location of the Project : **Office of the Sangguniang Panlungsod**

Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
44	1	book(s)	Journal of the Regular/Special Session (May - June 2022)			
45	1	book(s)	Journal of the Regular/Special Session (January - February 2021)			
46	1	book(s)	Journal of the Regular/Special Session (March - April 2021)			
47	1	book(s)	Journal of the Regular/Special Session (May - June 2021)			
48	1	book(s)	Journal of the Regular/Special Session (July - August 2021)			
49	1	book(s)	Journal of the Regular/Special Session (September - October 2021)			
50	1	book(s)	Journal of the Regular/Special Session (November - December 2021)			
51	1	book(s)	Journal of the Regular/Special Session (January - February 2020)			
52	1	book(s)	Journal of the Regular/Special Session (March - April 2020)			
53	1	book(s)	Journal of the Regular/Special Session (May 2020)			
54	1	book(s)	Journal of the Regular/Special Session (June 2020)			
55	1	book(s)	Journal of the Regular/Special Session (July - August 2020)			
56	1	book(s)	Journal of the Regular/Special Session (September - October 2020)			
57	1	book(s)	Journal of the Regular/Special Session (November - December 2020)			
58	1	book(s)	Journal of the Regular/Special Session (January - February 2019)			
59	1	book(s)	Journal of the Regular/Special Session (March - April 2019)			
60	1	book(s)	Journal of the Regular/Special Session (May - June 2019)			
61	1	book(s)	Journal of the Regular/Special Session (July - August 2019)			
62	1	book(s)	Journal of the Regular/Special Session (September - October 2019)			
63	1	book(s)	Journal of the Regular/Special Session (November - December 2019)			
Total Amount:						

After having carefully read and accepted your General Conditions, I quote you on the item at prices noted above.



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Project Title :

Reproduction and Hardbinding of Books to be used at the Office of the Sangguniang Panlungsod for year 2023 in the City of San Fernando, Pampanga

Location of the Project :

Office of the Sangguniang Panlungsod

Printed Name/ Signature

Tel No./ Cellphone No.

Date

TERM OF REFERENCE

REPRODUCTION AND HARDBINDING OF BOOKS TO BE USED AT THE OFFICE OF THE SANGGUNIANG PANLUNGSOD FOR YEAR 2023 IN THE CITY OF SAN FERNANDO, PAMPANGA

I. BACKGROUND

Pursuant to the Republic Act No. 7160 otherwise known as Local Government Code of 1991, particularly Chapter 3, Section 48 of the Code states that the Local Legislative power shall enact ordinances, approve resolutions and appropriate funds for the general welfare of the city and its inhabitants pursuant to section 16 of the Code and in the proper exercise of the corporate power of the city as provided for under section 22 of the Code.

Further, Section 458 (a) of the Code provides that the Sangguniang Panlungsod, as the legislative body of the city, shall enact ordinances, approve resolutions and appropriate funds for the general welfare of the city and its inhabitants pursuant to section 16 of the Code and in the proper exercise of the corporate powers of the city as provided for under section 22 of the Code, and shall: (1) Approve ordinances and pass resolutions necessary for an efficient and effective city government, among others.

In consideration of the foregoing premises, as the repository of all records in the LGU, Sangguniang Panlungsod deemed it necessary to safekeep these approved legislations for future uses. Hence, the SP proposes the reproduction and hard binding of these books.

II. BUDGETARY REQUIREMENT

The budgetary requirement for the reproduction and hard binding of books to be used at the OSP for the year 2023 in the City of San Fernando, Pampanga is included in PPMP with Ref. No. 2023 – 894 and already included in the Annual Procurement Plan (APP) of the City Government amounting to **NINE HUNDRED EIGHTY-TWO THOUSAND FOUR HUNDRED FIFTY-TWO PESOS (PHP982,452.00)**.

III. OBJECTIVES

The objective of the reproduction and hard binding of books to be used at the OSP for the year 2023 in the City of San Fernando, Pampanga is to ensure the provision and availability of legislative records in the OSP and in the city to cater the needs of various sectors of the society.

IV. SCOPE

The Office of the Sangguniang Panlungsod, shall engage the services of a supplier which provides the reproduction and hard binding of books to be used at the OSP for the year 2023 in the City of San Fernando, Pampanga.

IV. TERM AND CONDITIONS

During the procurement process and delivery/ implementation of the project, the end-user and the suppliers/ contractor shall;

a. Specifications/ Schedule of Requirements

QTY	Unit	Item Specification	Description	Delivery Date	Location
1	Book	Minutes of Regular Session books Jan to Feb. 2020		July to December 2023	CGSO Central Storage
1	Book	Minutes of the Regular Session books March to April 2020			
1	book	Minutes of the Regular Session books May 2020			
1	book	Minutes of the Regular Session			

		books June 2020		
1	book	Minutes of the Regular Session books July to August 2020		
1	book	Minutes of the Regular Session books September to October 2020		
1	book	Minutes of the Regular Session books November to December 2020		
1	book	Minutes of the Regular Session books January to February 2021		
1	book	Minutes of the Regular Session books March to April 2021		
1	book	Minutes of the Regular Session books May to June 2021		
1	book	Minutes of the Regular Session books July to August 2021		
1	book	Minutes of the Regular Session books September to October 2021		
1	book	Minutes of the Regular Session books November to December 2021		
1	book	Minutes of the Regular Session books January 2022		
1	book	Minutes of the Regular Session books February 2022		
1	book	Minutes of the Regular Session books March 2022		
1	book	Minutes of the Regular Session books April 2022		
1	book	Minutes of the Regular Session books May -June 2022		
1	book	Appropriation Ordinance No. 01 to 06-2021 Ordinance No. 001- 024- 2021		
1	book	Ordinance No. 025-050-2021		
1	book	Resolution No. 001-051-2021 January-March		
1	book	Resolution No. 052-100-2021 April -June		
1	book	Resolution No. 101-135-2021- July- September		
1	book	Resolution No. 136-191-2021 October-December		
1	book	Resolution No. 161-215-2020		
1	book	Resolution No. 259-300-2020		
1	book	Resolution No. 301-350-2020		
1	book	Resolution No. 216-258-2020		
1	book	Resolution No. 112-160-2020		
1	book	Resolution No. 001-058-2020		
1	book	Resolution No. 059-111-2020		

1	book	Appropriation Ordinance No. 001-006-2020		
1	book	Resolution No. 351-397-2020		
1	book	Resolution No. 001-065-2022		
1	book	Resolution No. 006-108-2022		
1	book	Resolution No. 109-153-2022		
1	book	Appropriation Ordinance No. 001-2022 Ordinance No. 001-013-2022		
1	books	Ordinance No. 014-028-2022		
1	books	Ordinance No. 029-047-2022		
	Books (s)	Journal of the Regular/ Special Session (January 2022)		
1	Books (s)	Journal of the Regular/ Special Session (February 2022)		
1	Books (s)	Journal of the Regular/ Special Session (March 2022)		
1	Books (s)	Journal of the Regular/ Special Session (April 2022)		
1	Books (s)	Journal of the Regular/ Special Session (May-June 2022)		
1	Books (s)	Journal of the Regular/ Special Session (January-February 2021)		
1	Books (s)	Journal of the Regular/ Special Session (March-April 2021)		
1	Books (s)	Journal of the Regular/ Special Session (May-June 2021)		
1	Books (s)	Journal of the Regular/ Special Session (July-August 2021)		
1	Books (s)	Journal of the Regular/ Special Session (September-October 2021)		
1	Books (s)	Journal of the Regular/ Special Session (November-December 2021)		
1	Books (s)	Journal of the Regular/ Special Session (January-February 2020)		
1	Books (s)	Journal of the Regular/ Special Session (March-April 2020)		
1	Books (s)	Journal of the Regular/ Special Session (May 2020)		
1	Books (s)	Journal of the Regular/ Special Session (June 2020)		
1	Books (s)	Journal of the Regular/ Special Session (July-August 2020)		
1	Books (s)	Journal of the Regular/ Special Session (September-October 2020)		
1	Books (s)	Journal of the Regular/ Special Session (November-December 2020)		
1	Books (s)	Journal of the Regular/ Special Session (January-February 2019)		

1	Books (s)	Journal of the Regular/ Special Session (March-April 2019)		
1	Books (s)	Journal of the Regular/ Special Session (May-June 2019)		
1	Books (s)	Journal of the Regular/ Special Session (July-August 2019)		
11	Books (s)	Journal of the Regular/ Special Session (September-October 2019)		
	Books (s)	Journal of the Regular/ Special Session (November-December 2019)		

b. Procurement Process

1. If the procurement process reaches the ensuring year, observed that the allowed delivery is only up to what is stipulated in the contract.
2. 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.

For the End-User;

1. Ensure the completion of the documents in order to proceed with the procurement process.
2. Present clearly this TOR during the Pre-Bids Conference for the information of the prospective bidders/s (for Competitive/Public Bidding) and present by the Buyer with the assistance of the End-User (for alternative Methods of Procurement).

For the Supplier/provided;

1. Ensure the completion of the documents being required by the Bids and awards Committee (BAC) on-time based on the procurements schedule including this TOR duly signed by the end-user and conformed by the supplier/contractor.
2. Ensure to supply the requirement upon issuance of DOC.

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 inform July to December 2023.
1. During the delivery, strictly follow the provisions enumerated in the Term and Conditions of the PO/ Contract including the Delivery Schedule, Penalty, among others.
2. 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.
3. Coordination with the supplier/contractor shall be the function of the CGSO-PMD as its mandate.

4. For outside delivery, ensure the coordination with the inspector from the CGSO-Property and Supply Management (PSMD) for the inspection of the delivery in term of quality and to immediately notify the supplier/ contractor in case of any concern before the acceptance.

a. 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.

V. DELIVERABLES BY THE SUPPLIER/ CONTRACTOR AND THE CITY GOVERNMENT

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

- a. Provide the quantity and quality of supplies and delivery of desk pad, calling card, envelope and letter head being required by end-user/ program,
- b. Strictly follow the specifications and timely provision of requirements based on the delivery schedule,
- c. Strictly deliver the required/requested items within 15 days upon the approval of Purchase Order (PO),

2. 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. The end-user shall assist in the monitoring of the delivery and on-time payment of the supplier.
- c. Provide necessary and readily available documents such as during the conduct of post- audit.
- d. Evaluate the performance of the supplier/ contractor and in case there is a violation on the Contract/Agreement, prepare a Verified Report.

Prepared by:


AIREEN L. BALINGIT
 Supplies and Property officer/ Procurement

Approved by:


MARLENE M. YALUNG
 Admin Officer IV-End-User

CONFOR
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.