



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 Laptop Computer and Printer to be used at the CADMINO-City Market Operations Division in the City of San Fernando, Pampanga**

Location of the Project : **City Administrator's Office - City Market Operations Division**

\_\_\_\_\_  
Company Name Date : **Dec 6, 2023**  
\_\_\_\_\_  
Address PR No. : **2023-07-01646**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Tuesday, December 12, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga**.

Canvassed by:

Approved by:

Jeffrey Ross M. Navarro  
Administrative Assistant III (Buyer III)

  
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)	1 Unit Laptop Computer Ryzen 5 56250U or Higher 8 GB RAM or higher (DDR4) With Additional slot and upgradable to 16GB or higher 512GB M.2 NVMe (supports 1 TB SSD) Integrated Graphics or separate video card 15.6 inch Display or higher Licensed Windows PRO 64 bit OS Laptop Bag and Wireless Mouse			
2	1	unit(s)	1 unit Printer Compact integrated tank design, High yield ink bottles Spill Free, error free refilling WI-FI, Wi-Fi Direct, Seamless setup via Smart Panel Borderless Printing up to 4R Power and Data Cable With 4 Sets of Original Ink (CYAN, Magenta, Yellow, Black)			
<b>Total Amount:</b>						

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 Laptop Computer and Printer to be used at the City Market Operations Division, City of San Fernando, Pampanga

#### 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.

In the City Government of San Fernando, Pampanga, the City Market Operations Division (CMOD), is mandated to carry out the following responsibilities;

- Responsible for the administration and supervision of the two (2) Public Markets including the duties, functions and assignments of all Market Personnel;
- Responsible for the implementation and administration of market rules and regulations;
- Responsible for the supervision and monitoring of market daily collections both in the Old and New Public Market (market fees, entrance fees, parking fees and rental of stalls.
- Responsible for monitoring orderliness and cleanliness in the market premises in the Old and New Public Market.

In addition to the above responsibilities, our office also functions as the secretariat of the Market Committee and the Local Price Coordinating Council of the City of San Fernando (P) and other Committees in connection to the Public Markets of the City of San Fernando, as secretariat we are in charge in the preparation all documents needed by the said committees.

#### II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply and Delivery of Laptop Computer and Printer to be used at the City Market Operations Division, City of San Fernando, Pampanga is included in the PPMP with Ref. No. 2023-2631 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of Sixty Eight Thousand Pesos (P 68,000.00).

#### III. OBJECTIVES

The objectives of the Supply and Delivery of IT Equipment to be used at the City Market Operations Division in the City of San Fernando, Pampanga are as follows:

1. To ensure prompt and efficient delivery of service to constituents
2. To ensure uninterrupted flow of operation through availability of IT Equipment in the office.

#### 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

**TERMS OF REFERENCE**

**Supply and Delivery of Laptop Computer and Printer to be used at the City Market Operations Division, City of San Fernando, Pampanga**

Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
1	Unit	1 unit Printer Compact integrated tank design, High yield ink bottles Spill Free, error free refilling WI-FI, Wi-Fi Direct, Seamless setup via Smart Panel Borderless Printing up to 4R Power and Data Cable With 4 Sets of Original Ink (CYAN, Magenta, Yellow, Black)	30 days upon the issuance of PO/NTP	CGSO Central Storage, City of San Fernando, Pampanga
1	Unit	1 Unit Laptop Computer Ryxzen 5 56250U or Higher 8 GB RAM or higher (DDR4) With Additional slot and upgradable to 16GB or higher 512GB M.2 NVMe (supports 1 TB SSD) Integrated Graphics or separate video card 15.6 inch Display or higher Licensed Windows PRO 64 bit OS Laptop Bag and Wireless Mouse		

**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/ 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.

## TERMS OF REFERENCE

Supply and Delivery of Laptop Computer and Printer to be used at the City Market Operations Division, City of San Fernando, Pampanga

2. The Delivery Period shall be thirty (30) days upon issuance of PO/NTP.
  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 items being required by the project/ program; and
- b. Strictly follow the specifications of requirements based on the item description and specification.

The deliverables of the City Government shall be as follows:

- a. On- time payment of the supplier/ contractor i.e., 15 days after delivery
- 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.

TERMS OF REFERENCE

Supply and Delivery of Laptop Computer and Printer to be used at the City Market Operations  
Division, City of San Fernando, Pampanga

Prepared and submitted by:

  
Gerald C. Pangan  
Procurement Officer

Approved by:

  
Engr. Nelson G. Lingat, DPA  
City Administrator

CONFORME:

\_\_\_\_\_  
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.