



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 Office Supplies to be used for the Community Drug Abused and Rehabilitation Program for 2023 in the City of San Fernando, Pampanga**

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

Company Name

Date :

Dec 18, 2023

PR No. :

2023-10-02538

Address

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Wednesday, December 27, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga**.

Canvassed by:

Approved by:

Joan D. Gutierrez

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	25	ream(s)	Bond Paper A4 80gsm			
2	50	ream(s)	Bond Paper Legal 80gsm			
3	20	ream(s)	Bond Paper Short 80gsm			
4	50	pack(s)	Board Paper Special 220 gsm Legal size, white			
5	5	pack(s)	Carbon Paper Legal			
6	5	pc(s)	Correction Tape, 10mm			
7	500	pc(s)	Envelope Brown Short			
8	100	pc(s)	Envelope Brown Long			
9	20	box(s)	Fastener plastic			
10	500	pc(s)	Folder 14 pts legal White			
11	100	pc(s)	Folder 14 pts short White			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
12	1	roll(s)	Plastic Cover			
13	10	pack(s)	Photo Paper High Premium A4, 10S/pck			
14	2	pc(s)	Puncher, Heavy duty			
15	2	pc(s)	Scissors size 8 HD stainless			
16	2	pc(s)	Tape Dispenser			
17	10	roll(s)	Tape Transparent 24mm			
18	5	roll(s)	Tape double adhesive 2			
19	5	roll(s)	Tape duct tape 2			
20	5	roll(s)	Tape masking 24mm			
21	10	btl(s)	Ink Continuous Black, 1liter			
22	5	btl(s)	Ink Continuous Cyan, 1liter			
23	5	btl(s)	Ink Continuous Magenta, 1liter			
24	5	btl(s)	Ink Continuous Yellow, 1liter			
25	20	pc(s)	Cartolina Pink			
26	20	pc(s)	Cartolina Orange			
27	20	pc(s)	Cartolina Green			
28	20	pc(s)	Cartolina Yellow			
29	20	pc(s)	Cartolina Blue			
30	20	pc(s)	Cartolina Red			
31	10	pack(s)	Sticker Paper A4			
32	2	pc(s)	Record book 500 pages			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
33	5	btl(s)	Multipurpose Glue 130g			
34	1	pc(s)	Heavy Duty Paper Cutter			
35	5	box(s)	Clip, Backfold 19mm 12”			
36	5	box(s)	Clip, Backfold 25mm 12”			
37	5	pack(s)	Folder Morocco Legal 25s			
38	100	pc(s)	Ball pen Black			
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 OFFICE SUPPLIES TO BE USED FOR THE COMMUNITY DRUG ABUSED AND REHABILITATION PROGRAM FOR 2023 IN THE CITY OF SAN FERNANDO, PAMPANGA

I. BACKGROUND

The Community Based Rehabilitation Program was started on 2017 to cater to personalities who surrendered to President Rodrigo Duterte's OPLAN "Tokhang". In support to the president's advocacy, the Local Government Unit of the City of San Fernando conceptualized a plan in order to properly assist the surrenderers and drug offenders alike. Through the City Social Welfare and Development Office, the Community Drug Abuse and Rehabilitation Program was born. Its purpose is to help drug offenders to change their way of thinking and perception about the illegal drugs and to reintegrate them to the society. With the help of partner agencies (DILG, PNP, PDEA, CHO and etc.) and the association of Barangay Captains, every barangay in the city will be able to help involved constituents and give them a fighting chance to have a better life. Thus, eliminating the drug problem from the lowest levels.

As one of the first-class cities in the Philippines, the City of San Fernando had a fair share of drug offenders. According to the Philippine National Police, there are approximately 4,000 undocumented drug offenders living within the city. CDARP, along with the partner agencies, played a vital role in fighting the long and arduous "war on drugs". The program's tasks include profiling the drug surrenderers, providing psycho education, livelihood assistance and linking to other agencies that can help surrenderers have a better quality of life as any other Fernandino deserves. With the joint efforts of the agencies, there are now 12 drug cleared barangays and rest are well under way.

As per Republic Act 9165 "Dangerous Drugs Act of 2002", under Section 51 "Local Government Units, Assistance" states that: Local government units shall appropriate a substantial portion of their respective annual budgets to assist in or enhance the enforcement of this Act giving priority to preventive or educational programs and the rehabilitation or treatment of drug dependents. Through the local government funding, the program will continue to strive and reach more Fernandinos stricken with the disease called drug addiction.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the supply and delivery for the Office Supplies to be used for the implementation of Community Base Drug Abused Rehabilitation Program for the year 2023 in the City of San Fernando, Pampanga is included in the PPMP with Ref. No. 2023 - 2229 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of SEVENTY-THREE THOUSAND NINE HUNDRED EIGHTY-SIX AND FORTY-NINE CENTAVOS PHP (73,986.49)

III.OBJECTIVES

The objectives of the supply and deliver for the Office Supplies to be use for the Community Drug Abused Rehabilitation Program for the year 2023 in the City of San Fernando, Pampanga are as follows:

1. To facilitate the absolute abstinence from the use of any prohibited substance as provided by the Comprehensive Dangerous Drugs Act of 2002 among its beneficiaries.
2. To empower the beneficiaries to maintain their sobriety from any substance use as provided by the Comprehensive Dangerous Drugs Act of 2002
3. To provide programs and services intended for the beneficiaries to be sober and socially responsible citizens
4. To lead in anti-drug abuse campaign purporting to educate its citizenry particularly the youth on the detrimental consequences of the use of prohibited substances
5. To create a network among various government agencies and non-government organizations directed to help recovering beneficiaries to maintain their sobriety and become socially responsible citizens

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

Item No.	Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
1	25	Ream(s)	Bond Paper A4 80gsm	July-December 2023	CGSO, Central Storage, CSFP
2	50	Ream(s)	Bond Paper Legal 80gsm		
3	20	Ream(s)	Bond Paper Short 80gsm		
4	50	Pack(s)	Board Paper Special 220 gsm Legal size, white		
5	5	Pack(s)	Carbon Paper Legal		
6	5	Pc(s)	Correction Tape, 10mm		
7	500	Pc(s)	Envelop Brown Short		
8	100	Pc(s)	Envelop Brown Long		

9	20	Box(s)	Fastener plastic
10	500	Pc(s)	Folder 14 pts legal White
11	100	Pc(s)	Folder 14 pts short White
12	1	Roll(s)	Plastic cover
13	10	Pack(s)	Photo Paper High Premium A4 10/pck
14	2	Pc(s)	Puncher, Heavy Duty
15	2	Pc(s)	Scissor's size 8 HD stainless
16	2	Pc(s)	Tape Dispenser
17	10	Roll(s)	Tape Transparent 24mm
18	5	Roll(s)	Tape double adhesive 2
19	5	Roll(s)	Tape duct tape 2
20	5	Roll(s)	Tape Masking 24mm
21	10	Btl(s)	Ink Continuous Black, 1 Liter
22	5	Btl(s)	Ink Continuous Cyan, 1 Liter
23	5	Btl(s)	Ink Continuous Magenta, 1 Liter
24	5	Btl(s)	Ink Continuous Yellow, 1 Liter
25	20	Pc(s)	Cartolina Pink
26	20	Pc(s)	Cartolina Orange

27	20	Pc(s)	Cartolina Green
28	20	Pc(s)	Cartolina Yellow
29	20	Pc(s)	Cartolina Blue
30	20	Pc(s)	Cartolina Red
31	10	Pack(s)	Sticker Paper A4
32	2	Pc(s)	Record book 500 pages
33	5	Btl(s)	Multipurpose Glue 130g
34	1	Pc(s)	Heavy Duty Paper Cutter
35	5	Box(s)	Clip, Backfold 19mm 12"
36	5	Box(s)	Clip, Backfold 25mm 12"
37	5	Pack(s)	Folder Morocco Legal 25s
38	100	Pc(s)	Ball pen Black

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/ 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 July 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 End- user shall accept the delivery with the (1) delivery receipts, and submit immediately to the Inspector or CGSO- PSMD together with the (2) attendance sheet/s as part of the utilization where the quantity of the delivery is the same as the number of attendees and photo documentation of the delivery.

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 supplies 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.

Prepared by:


JUSTIN ALEXANDER DICKIE D. ORO
Social Welfare Assistant

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.