



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 : **Printing and Delivery of Printed Materials to be used at the Office of the Sangguniang Panlungsod for Information Dissemination for 2023 in the City of San Fernando, Pampanga**

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

\_\_\_\_\_  
Company Name  
Date : **Nov 16, 2023**  
PR No. : **2023-11-02703**  
\_\_\_\_\_  
Address

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Monday, November 20, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga**.

Canvassed by:

Approved by:

Janelle 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	3400	pc(s)	Posters for City Ordinance No. 2014-007 "Smoke-Free Ordinance of the City of San Fernando" - 24(H) x 18(L) inches - Glossy - Laminated			
2	1700	pc(s)	Posters for City Ordinance No. 2015-006 the "Anti-Squatting Ordinance of the City of San Fernando, Pampanga" - 24(H) x 18(L) inches - Glossy - Laminated			
3	1550	pc(s)	Posters for Ordinance No. 2022-012 An Ordinance Prohibiting Acts of Online Sexual Abuse and Exploitation of Children (OSAEC) in the City of San Fernando, Pampanga - 24(H) x 18(L) inches - Glossy - Laminated			
<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

### PRINTING AND DELIVERY OF PRINTED MATERIALS TO BE USED AT THE OFFICE OF THE SANGGUNIANG PANLUNGSOD FOR INFORMATION DISSEMINATION FOR 2023 IN THE CITY OF SAN FERNANDO, PAMPANGA

#### I. BACKGROUND

Pursuant to the Republic Act No. 7160 otherwise known as the Local Government Code of 1991 Particularly Chapter 3 Section 48, *Local legislative power shall be exercised by the Sangguniang Panlalawigan for the province; the Sangguniang Panlungsod and office of the City Vice Mayor; the Sangguniang bayan for the municipality; and the Sangguniang Barangay for the Barangay.*

Further, Section 458 (a) of the Code provides that *the Office of 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.*

Accordingly, Section 59 (c) of the Code provides *that the gist of all ordinances with penal sanctions shall be published in a newspaper of general circulation within the province where the local legislative body concerned belongs. In the absence of any newspaper of general circulation within the province, posting of such ordinances shall be made in all municipalities and cities of the province where the Sanggunian and city vice mayor of origin is situated.*

In compliance with the above premises, the Office of the Sangguniang Panlungsod is seeking services for the printing and delivery of printed materials for 2023.

#### II. BUDGET REQUIREMENT

The Budgetary requirement for the Printing and Delivery of Printed Materials of the Office of the Sangguniang Panlungsod for 2023 in the City of San Fernando, Pampanga is included in the PPMP with the Ref. No. 2023-899 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of One Million Pesos (P 1,000,000.00).

#### III. OBJECTIVES

The objectives for the Printing and Delivery of Printed Materials of the Office of the Sangguniang Panlungsod for 2023 in the City of San Fernando, Pampanga are as follows:

1. To meet the requirement of the law to publish approved ordinances relating but not limited to Borrowings, Penal Provisions, Ordinances general in character and for purposes of information, in order for it to take effect; and
2. To inform the public with the newly approved local laws of the city.

#### IV. TERMS AND CONDITIONS

During the procurement process and delivery/implementation of the contract, the end-user and

the supplier/contractor shall:

1. Produce and provide the following Specifications / Schedule of Requirements:

Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
3400	Pcs	Poster for City Ordinance No. 2014-007 "Smoke-Free Ordinance of the City of San Fernando" --18" x 24" --Glossy --Laminated	December 2023	Central Storage
1700	Pcs	Poster for City Ordinance No. 2015-006 "Anti-Squatting Ordinance of the City of San Fernando" --18" x 24" --Glossy --Laminated	December 2023	Central Storage
1550	Pcs	Poster for City Ordinance No. 2022-012 "Anti-OSAEC Ordinance of the City of San Fernando" --18" x 24" --Glossy --Laminated	December 2023	Central Storage

2. Procurement Process

- a. For the end-user, ensure the completion of the documents in order to proceed with the procurement process.
- b. 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/ contractor.
- c. If the procurement process reaches the ensuing year, observe that the allowed transaction is only up to what is stipulated in the contract.
- d. For the end-user, present this TOR during the Pre-Bid Conference for the information of the prospective bidder/s (for Competitive/ Public Bidding), and present it by the Buyer with the assistance of the end-user (for Alternative Methods of Procurement).
- e. Ensure to supply the requirements upon issuance of DOC.
- f. 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.

### 3. Delivery/ Implementation Period

- a. Strictly observe the "No Purchase Order (PO)/ Delivery Order Contract (DOC), No Delivery" Policy and comply with the delivery period.
- b. The Delivery Period shall be within December 2023.
- c. During the delivery, strictly follow the provisions enumerated in the Terms and Condition of the PO/ Contract including the Delivery Schedule, Penalty, among others.
- d. 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.
- e. Coordination with the supplier/contractor shall be the function of the CGSO-PMD as its mandate.

### 4. Inspection and Acceptance

- a. The end-user shall inform the CGSO-PSMD of the delivery for the latter to conduct inspection prior to the acceptance of the former.
- b. The supplier/contractor through the end-user, shall provide the CGSO-PSMD with the issue delivery receipt or Sales Invoice.
- c. Such documents will be used in notifying the concerned offices on the transaction 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**

1. The deliverables of the supplier/contractor shall be as follows:
  - a. Provide the quantity (number of pages and issues) required by the project/program; and
  - b. Strictly follow the specifications and timely provision of requirements based on the delivery schedule.
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. End-user shall monitor the transaction.
  - c. The Procurement Officer shall assist in the monitoring 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:

  
Marlene M. Yalung  
Admin. Officer IV

Noted by:

  
Hon. Benedict Jasper Simon R. Lagman  
City Vice Mayor

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.*