

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 Plate Labels to be placed at the Different Offices of the New City College Building, Civic Center, San Isidro, City of San Fernando, Pampanga**
Location of the Project : **City College of San Fernando, Pampanga**

Company Name _____ Date : **Nov 14, 2023**
PR No. : **2023-11-02728**
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: _____

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	35	pc(s)	Plate Labels -Faculty Office (1) -Office of the President (1) -Board Room (1) -Administration Office (1) -Office of the Vice President for Academic Affairs (1) -Registrar's Office (1) -Medical / Dental Clinic (1) -Guidance Office (1) -Speech Laboratory (1) -Deans Offices (7) -Computer Laboratory 1 (1) -Computer Laboratory 2 (1) -Library (1) -Discussion Room (2) -Audio Visual Room (1) -Physics Laboratory (1) -Chemistry Laboratory (1) -Biology Laboratory (1) -CR Male (5) -CR Female (5)			
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 PLATE LABELS TO BE PLACED AT THE DIFFERENT OFFICES OF THE NEW CITY COLLEGE BUILDING IN THE CITY OF SAN FERNANDO PAMPANGA

I.BACKGROUND

The City College of San Fernando Pampanga has been operating and rendering quality education to its community for fourteen years. From its education services, several areas of improvement are to be considered to attain the learning success of the ASLAG students. An essential predictor that influences the academic achievement of the students is their learning surroundings, and one aspect is the physical environment which includes the school's physical plant, facilities and equipment, and other needed resources and supplies that help students and teachers in the improvement of teaching and learning process which paves the way to a better learning outcome.

As CCSFP continuously grows in terms of its population, due to the new programs offered, both human and physical resources are needed to meet the needs of the increasing demands of the school community members. In this light, the College President and City Government of San Fernando have decided to plan and have taken into action the construction of a new campus located at Del Rosario San Fernando Pampanga for CCSFP which aims to cater the more than one thousand and three hundred students and the additional freshmen who will be enrolling for the new programs offering.

II.BUDGETARY REQUIREMENT

The budgetary requirement for the Supply and Delivery of Plate Labels to be placed at the Different Offices of the New City College Building, Civic Center, San Isidro, City of San Fernando, Pampanga is included in the **PPMP with Ref. No. 2023-3890** and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **ONE HUNDRED FIVE THOUSAND PESOS (PHP 105,000.00)**.

III.OBJECTIVES

The objectives of the Supply and Delivery of Plate Labels to be placed at the Different Offices of the New City College Building, Civic Center, San Isidro, City of San Fernando, Pampanga is as follow:

1. To provide a clear, professional, and informative label for office that helps in identifying and locating office occupants, fostering effective communication within the workplace.

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

Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
1	set(s)	Plate Labels -Faculty Office (1) -Office of the President (1) -Board Room (1) -Administration Office (1) -Office of the Vice President for Academic Affairs (1) -Registrar's Office (1) -Medical / Dental Clinic (1) -Guidance Office (1) -Speech Laboratory (1) -Deans Offices (7) -Computer Laboratory 1 (1) -Computer Laboratory 2 (1) -Library (1) -Discussion Room (2) -Audio Visual Room (1) -Physics Laboratory (1) -Chemistry Laboratory (1) -Biology Laboratory (1) -CR Male (5) -CR Female (5)	November - December 2023	CGSO – Central Storage, CSFP

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/ 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 November – 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 quantity of the plate labels with the stated specifications 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:

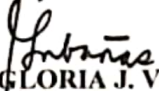
- a. On- time payment of the supplier/ contractor i.e., 15 days after the delivery.
- b. End- user shall monitor the delivery.
- c. The Procurement Officer shall assist in the monitoring and on- time payment of the supplier/ contractor.
- d. Provide necessary and readily- available documents such as 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:


EMILIE E. LAXINA, CPA, MM
Vice President for Administration

CONFORME:
_____ Signature over Printed Name
_____ Date

Approved by:


ATTY. GLORIA J. VICTORIA – BAÑAS, DPA, CESO V
College Administrator/President

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.