



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)

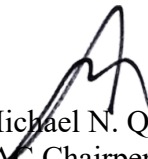
Project Title : **Supply and Delivery of Supplies/Materials to be used for the 2023 General Assembly of City Officials, Employees and Attached Agencies of the City Government of San Fernando, Pampanga**
Location of the Project : **City Human Resource Management Office**

Company Name _____ Date : **Nov 15, 2023**
PR No. : **2023-11-02758**
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	40	pc(s)	ALCOHOL, Ethyl, 500ml			
2	2777	pc(s)	ERASER, plastic/rubber			
3	2777	pc(s)	FLAGLETS			
4	278	pc(s)	SIGN PEN, Medium tip, Red			
5	2777	pc(s)	CORRECTION TAPE			
6	40	jar(s)	GLUE, all-purpose			
7	40	box(s)	STAPLE WIRE, standard			
8	278	pc(s)	SCISSORS, symmetrical or asymmetrical			
9	2777	pc(s)	NOTEPAD, stick-on, 76mm x 100mm			
10	2777	pc(s)	STENO NOTEBOOK			
11	50	ream(s)	PAPER, MULTIPURPOSE A4			
12	40	ream(s)	PAPER, MULTIPURPOSE LEGAL			
13	40	pc(s)	INK CARTRIDGE, CANON CL-811, Colored			
14	60	pc(s)	INK CARTRIDGE, CANON CL-810, Black			
15	2777	pc(s)	ID Lace			
16	50	pack(s)	Board Paper Cream - Legal Size 90gsm			
17	40	pack(s)	CARTOLINA, assorted colors			
18	150	pc(s)	MARKER, Permanent, Black			
19	40	pc(s)	MARKER, Permanent, Red			
20	278	roll(s)	TAPE, Transparent, 48mm			
21	10	box(s)	FASTENER			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
22	150	set(s)	MARKER, Flourscent			
23	10	box(s)	PAPER CLIP, vinyl/plastic coated, jumbo, 50mm			
24	10	box(s)	RUBBER BAND No. 18			
25	150	pc(s)	DATA FILE BOX			
26	278	box(s)	PENCIL, lead/graphite, with eraser			
27	40	pc(s)	STAPLER, standard type			
28	50	box(s)	ENVELOPE, Expanding, Kraft			
29	40	pc(s)	STAMP PAD, felt			
30	10	btl(s)	INK, for stamp pad			
31	40	pc(s)	RULER, flexible, plastic, 450mm			
32	10	pc(s)	PENCIL SHARPENER			
33	278	roll(s)	TAPE, packaging, 48 mm			
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 SUPPLIES/MATERIALS TO BE USED DURING THE 2023 GENERAL ASSEMBLY IN THE CITY OF SAN FERNANDO, PAMPANGA

I. BACKGROUND

Despite the situation in the recent years, the City Government of San Fernando has proven itself as one of the LGUs in the country that flourished in the aftermath of the pandemic. This is evidenced by regional and national-level awards it received from 2022 to present such as its 2022 & 2023 ISO 9001:2015 certification; Top 6 Most Competitive City in the Philippines; highly functional ratings of its Anti-Drug Abuse Council, Persons with Disability Affairs Office, City Local Committee Against Trafficking and Violence Against Women and their Children and Local Council for the Protection of Children; 2022 Good Financial Housekeeping Passer; Model Cities and Municipalities Awards in the categories: Model City, Infrastructure Innovator, Tourism and Culture Hub, and Tech Territory; multiple category awards from the Gawad Parangal sa Nutrisyon and Regional Winner of the Model ECCD Implementor Award to name a few.

For the City Government to ensure the sustainability and continuity of excellence in the delivery of its projects, programs and activities, the conduct of an assessment of the strengths, weaknesses and opportunities for improvement of the agency specifically its human resource is necessary. In addition, a teambuilding activity is also considered vital in sustaining the motivation and well-being of the LGU's workforce as we highly attribute the abovementioned awards and other achievements of the LGU to them.

In view of the above, the LGU aims to celebrate its past successes while making continuously improvement in its programs in the coming year through assessment, evaluation and development of strategic plans. Thus, an annual general assembly is proposed.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the SUPPLY AND DELIVERY OF SUPPLIES/MATERIALS TO BE USED DURING THE 2023 GENERAL ASSEMBLY IN THE CITY OF SAN FERNANDO, PAMPANGA shall be charged to the City Human Resource Management Office's Training Fund and is included in the PPMP with Code No. 2023-00560 and is already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of NINE HUNDRED FOURTEEN THOUSAND THREE HUNDRED FIFTY FOUR PESOS AND NINETEEN CENTAVOS (P 914,354.19).

III. OBJECTIVE

The Supplies/Materials shall be utilized during the conduct of General Assembly 2023 for City Government Employees and Personnel from the its attached agencies.

IV. TERMS AND CONDITIONS

During the procurement process and delivery/ implementation of the contract, the end- user and the supplier/ contractor shall follow the product specification below:

- a. Specifications/ Schedule of Requirements

Item No.	Unit	Particulars	Quantity
1	pcs	ALCOHOL, Ethyl, 500ml	40
2	pcs	ERASER, plastic/rubber	2,777
3	pcs	FLAGLETS	2,777
4	pcs	SIGN PEN, Medium tip, Red	278
5	pcs	CORRECTION TAPE	2,777
6	jar	GLUE, all-purpose	40
7	box	STAPLE WIRE, standard	40
8	pcs	SCISSORS, symmetrical or asymmetrical	278
9	pcs	NOTEPAD, stick-on, 76mm x 100mm	2,777
10	pcs	STENO NOTEBOOK	2,777
11	ream	PAPER, MULTIPURPOSE A4	50
12	ream	PAPER, MULTIPURPOSE LEGAL	40
13	pcs	INK CARTRIDGE, CANON CL-811, Colored	40
14	pcs	INK CARTRIDGE, CANON CL-810, Black	60
15	pcs	ID LACE	2,777
16	pack	Board Paper Cream - Legal Size 90gsm	50
17	pack	CARTOLINA, assorted colors	40
18	pcs	MARKER, Permanent, Black	150
19	pcs	MARKER, Permanent, Red	40
20	roll	TAPE, Transparent, 48mm	278
21	box	FASTENER	10
22	set	MARKER, Flourscent	150
23	box	PAPER CLIP, vinyl/plastic coated, jumbo, 50mm	10
24	box	RUBBER BAND No. 18	10
25	pcs	DATA FILE BOX	150
26	box	PENCIL, lead/graphite, with eraser	278
27	pcs	STAPLER, standard type	40
28	box	ENVELOPE, Expanding, Kraft	50
29	pcs	STAMP PAD, felt	40
30	btls	INK, for stamp pad	10
31	pcs	RULER, flexible, plastic, 450mm	40
32	pcs	PENCIL SHARPENER	10
33	roll	TAPE, packaging, 48 mm	278

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), 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 December 7, 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 that 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 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 materials 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.

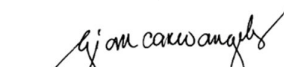
- b. End- user shall monitor the delivery of requirements.
- c. The Procurement Officer shall assist in the monitoring, delivery and on- time payment of the supplier.
- d. Provide necessary and readily- available documents such as during the conduct of post- audit.
- e. Evaluate the performance of the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

Prepared and submitted by:



Laurence Andrade
Procurement Officer- CHRMO

Approved by:



Gian Carlo R. Angeles
Acting CHRM Officer

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.