



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 Forms for 2nd Semester of 2023 to be used at Office of the City Building Official and One-Stop-Shop for Construction Permits in the City of San Fernando, Pampanga**

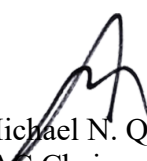
Location of the Project : **Office of the City Building Official**

Company Name _____ Date : **Nov 17, 2023**

PR No. : **2023-11-02777**

Address _____

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Tuesday, November 21, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga**.

Canvassed by: _____ Approved by: 

Camille C. Mendiola 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	30	ream(s)	Unified Application Form for Building Permit 8.5" x 13" Substance 24			
2	20	ream(s)	Unified Application for Certificate of Occupancy/Use 8.5" x 13" Substance 24			
3	50	ream(s)	Electrical Permit 8.5" x 13" Substance 24			
4	10	ream(s)	Mechanical Permit 8.5" x 13" Substance 24			
5	10	ream(s)	Electronics Permit 8.5" x 13" Substance 24			
6	5	ream(s)	Excavation and Ground Preparation Permit 8.5" x 13" Substance 24			
7	10	ream(s)	Fencing Permit 8.5" x 13" Substance 24			
8	5	ream(s)	Sidewalk Construction Permit 8.5" x 13" Substance 24			
9	5	ream(s)	Temporary Sidewalk Enclosure and Occupancy Permit 8.5" x 13"			



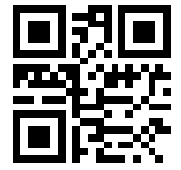
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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
10	5	ream(s)	Scaffolding Permit 8.5" x 13" Substance 24			
11	5	ream(s)	Sign Permit 8.5" x 13" Substance 24			
12	5	ream(s)	Demolition Permit 8.5" x 13" Substance 24			
13	20	ream(s)	Certificate of Completion 8.5" x 13" Substance 24			
14	30	ream(s)	Permit for Temporary Service Connection 8.5" x 13" Substance 24			
15	20	ream(s)	Sanitary/Plumbing Permit 8.5" x 13" Substance 24			
16	50	ream(s)	Certificate of Final Electrical Inspection/Completion 8.5" x 13" Substance 24			
17	20	ream(s)	Construction Logbook Sheet A4 Size Substance 24			
18	50	ream(s)	Electrical Layout 8.5" x 13" Substance 24			
19	20	ream(s)	Certificate of Completion (Sanitary/Plumbing Application) 8.5" x 13" Substance 24			
20	10	ream(s)	Certificate of Completion (Mechanical Works)			
21	10	ream(s)	Certificate of Completion (Electronic Works) 8.5" x 13" Substance 24			
22	25	ream(s)	OCBO Letterhead with CSFP and OCBO Logo 8.5" x 13" Substance 24			
23	25	ream(s)	OCBO Letterhead with CSFP and OCBO Logo			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
			A4 Size Substance 24			
24	80	pad(s)	OCBO Deskpad with CSFP and OCBO Logo 5 1/2 x 8 1/2, substance 24			
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

PRINTING AND DELIVERY OF PRINTED FORMS FOR 2ND SEMESTER OF 2023 TO BE USED AT THE OFFICE OF THE CITY BUILDING OFFICIAL AND ONE-STOP-SHOP FOR CONSTRUCTION PERMITS IN THE 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 Office of the City Building Official (OCBO) of the City Government of San Fernando, Pampanga, as a newly created office by virtue of Ordinance No. 2018-008, An Ordinance approving the 2018 Partial Reorganizational Structure and Staffing Pattern (PRSSP) of the City Government of San Fernando (P), shall carry out functions as mandated by law such as the enforcement of the provisions of the National Building Code of the Philippines (P.D. 1096) and its Implementing Rules and Regulations (IRR), as well as circulars, memoranda, opinions and decisions/orders issued pursuant thereto; overall administrative control and/or supervision over all works pertinent to building/structures and shall be charged with the processing of all applications and certificates as well as the issuance of the same permit; and to ensure that all changes, modifications and alterations in the design plans during the construction phase shall not start until the modified design plan has been evaluated and amendatory permit issued.

The Office of the City Building Official strives to provide efficient, effective and timely provision and delivery of basic services in compliance with the provisions of Republic Act 11032, known as the "Ease of Doing Business and Efficient Government Service Delivery Act of 2018" and JMC 2018-01 s2018, known as the "Guidelines in Streamlining the Processes for the Issuance of Building Permits and Certificates of Occupancy", which aims to streamline the current systems and procedures of government services, hence, hence, the **Printing and Delivery of the OCBO Printed Forms for the 2nd Semester of 2023** is necessary.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the **Printing and Delivery of Printed Forms for the 2nd Semester of 2023 to be used at the Office of the City Building Official AND One-Stop-Shop for Construction Permits (OSCP) in the City of San Fernando, Pampanga** is included in the **PPMP with Ref. No. 2023-425** and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **NINE HUNDRED THOUSAND SIX HUNDRED PESOS (P 999,600.00)**.

III. OBJECTIVES

The objectives of the **Printing and Delivery of Printed Forms to be used at the Office of the City Building Official and One-Stop-Shop for Construction Permits (OSCP) in the City of San Fernando, Pampanga** are as follows:

1. To ensure enforcement of the National Building Code (P.D. 1096) and other referral codes;
2. To ensure compliance to R.A. No. 11032; JMC No. 01 s2018 & ISO Certification;
3. To ensure the continuous and timely delivery of basic services; and
4. To provide customer satisfaction.

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
(see attached documents)	(see attached documents)	(see attached documents)	10 days after the issuance of Purchase Order	OCBO and OSCP, City Hall, A. Consunji Street, Brgy. Sto. Rosario, 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 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 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 **10 days after the issuance of Purchase Order.**
 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 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.

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 printed forms 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 month.
- 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:


LIONEL ANGELO M. POLINTAN
Procurement Officer/ End- user

Approved by:


AR. JOHN MANUEL G. CHU
City Building Official Head/ End- user

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.