



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 Additional Common Used Office Supplies to be used at the Office of the Sangguniang Panlungsod in the City of San Fernando, Pampanga**

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

Company Name

Date : **Nov 30, 2023**

PR No. : **2023-11-02888**

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, December 4, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga**.

Canvassed by:

Approved by:

John Ranchzel P. Pangilinan

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	375	ream(s)	Multipurpose Paper, Hard copy 80gsm, legal			
2	350	ream(s)	Multipurpose Paper, Hard copy 80gsm, A4			
3	150	ream(s)	Multipurpose Paper, Hard copy 80gsm, short			
4	50	cart(s)	Ink Cartridge Canon 810			
5	50	cart(s)	Ink Cartridge Canon 811			
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 Additional Office Supplies to be used at the Office of the Sangguniang Panlungsod

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 for the city; the Sangguniang bayan for the municipality; and the Sangguniang Barangay for the Barangay.*

Further, Section 458 (a) of the Code provides that *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 of origin is situated.*

In the second semester of this year, the Sangguniang Panlungsod vied for the Local Legislative Awards conferred by the Department of the Interior and Local Government and the Philippine Councilors League. The office supplies for the semester were exhausted and utilized for the preparation for validation.

It is for this reason that the Office of the Sangguniang Panlungsod is requiring the Supply and Delivery of Additional Office Supplies to be used at the Office of the Sangguniang Panlungsod.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement is included in the PPMP with the Ref. No. 2023-4118 and is already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of FIVE HUNDRED FIFTY THOUSAND PESOS (PhP500,000.00).

III. OBJECTIVE

To ensure the uninterrupted, efficient, and effective performance of the Office of the Sangguniang Panlungsod.

IV. TERMS AND CONDITIONS

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

Provide and deliver the following

Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
500	ream(s)	Multipurpose Paper, Hard Copy 80gsm, legal	December 2023	Central Storage
500	ream(s)	Multipurpose Paper, Hard Copy 80gsm, A4		
180	ream(s)	Multipurpose Paper, Hard Copy 80gsm, short		
200	Cart(s)	Ink 810		
200	Cart(s)	Ink 811		

If the procurement process reaches the ensuing year, observe that the allowed delivery is only up to what is stipulated in the contract.

All Office supplies must be delivered on time as agreed upon in a clean, well packed in sealed containers.

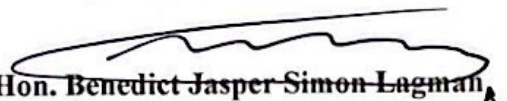
V. DELIVERY BY PROVIDER AND THE CITY GOVERNMENT

1. The deliverables of the supplier/ contractor shall be as follows:
 - Provide the items being required by the office of the Office of the Sangguniang Panlungsod
 - Assign a representative who will coordinate and comply with all the documentary requirements of the project such as signing of contract, notice to proceed and other pertinent documents
 - Deliver to City Services Office (CGSO) storage division
2. The deliverable of the City Government shall be:
 - Serve as the Secretariat
 - Provide payment upon the completion of the service and appropriate billing documents

Prepared and submitted by:


Marlene Yalung

Noted by:


Hon. Benedict Jasper Simon Lagman
City Vice Mayor

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/proaram might be affected as well as the performance of the supplier/contractor.