



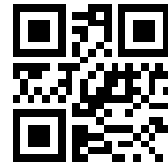
Republic of the Philippines  
Province of Pampanga

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 Inks for Large Format Printer to be used at the Office of the City Building Official in the City of San Fernando, Pampanga**  
Location of the Project : **Office of the City Building Official**

Company Name

Date : **Dec 13, 2023**

PR No. : **2023-12-02935**

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 18, 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	10	cart(s)	Ink Cyan, 300ml PFI-8320 type compatible with TM5300 large format printer			
2	5	cart(s)	Ink Magenta, 300ml PFI-8320 type compatible with TM5300 large format printer			
3	5	cart(s)	Ink Yellow, 300ml PFI-8320 type compatible with TM5300 large format printer			
4	5	cart(s)	Ink Black, 300ml PFI-8320 type compatible with TM5300 large format printer			
5	10	cart(s)	Ink Matte Black, 300ml PFI-8320 type compatible with TM5300 large format printer			
<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

### **SUPPLY and DELIVERY of INKS FOR LARGE FORMAT PRINTER TO BE USED AT THE OFFICE OF THE CITY BUILDING OFFICIAL 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, the proposal for the Supply and Delivery of Toner for Canon TM5300 Plotter for 2<sup>nd</sup> Semester of 2023 to enhance our communication and monitoring capability.

#### **II.BUDGETARY REQUIREMENT**

The budgetary requirement for the Supply and Delivery of Inks for Large Format Printer to be used at the Office of the City Building Official in the City of San Fernando, Pampanga is included in the PPMP with the Ref. No. 2023-3293 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **THREE HUNDRED FORTY THOUSAND NINE HUNDRED SEVENTEEN PESOS & 50/100 (P) 340,917.50.**

### III.OBJECTIVES

Supply and Delivery of Inks for Large Format Printer to be used at the OCBO are as follows:

1. To ensure prompt reproduction of documents needed in daily transactions; and
2. To ensure uninterrupted flow of operation through availability of reproduction machine.

### 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

<b>Qty.</b>	<b>Unit</b>	<b>Item Description/ Specifications</b>	<b>Delivery Date</b>	<b>Location</b>
See attached documents	See attached documents	See attached documents	20 days after the issuance of Purchase Order	CGSO Central Storage

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 PO.
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 20 days after the issuance of Purchase Order, and the contract shall end by the end of December 31, 2023. By the end of the contract, the end- user can no longer prepare Order List and no DOC will be issued for the purpose.
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 toner 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:

  
**LIONEL ANGELO M. POLINTAN**  
Procurement Officer/ End- user

Approved by

  
**AR. JOHN MANUEL G. CHU**  
City Building Official

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.*

