



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 OSCA ID, Medicine Booklet and Grocery Booklet to be given to the Senior Citizens in the City of San Fernando, Pampanga**
Location of the Project : **City Mayor's Office**

Company Name _____ Date : **Feb 1, 2024**
PR No. : **2024-01-00208**
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, February 6, 2024 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga.**

Canvassed by:

Approved by:

Raiza Venise S. Galang


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	10000	pc(s)	ID SENIOR -Height 2 inches -Width 3.5 inches Special Paper (Hard) Coated			
2	10000	pc(s)	(Senior Citizens) Medicine Booklet Cover: -Height 6 inches -Width 4.5 inches -Special Paper (Hard) Coated Inside -Height 6 inches -Width 4.5 inches -Bond Paper			
3	5000	pc(s)	(Senior Citizens) Grocery Booklet Cover: -Height 8.5 inches -Width 6 inches -Special Paper (Hard) Coated Inside: -Height 8.5 inches -Width 6 inches -Bond Paper			
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

Project Title: **Printing and Delivery of OSCA ID, Medicine Booklet and Grocery Booklet to be given to the Senior Citizens in the City of San Fernando, Pampanga**

Project Location: **City of San Fernando, Pampanga**

Background: The Office of Senior Citizens Affairs (OSCA) has registered 40,861 senior citizens as of January to December 2022. All registered senior citizens in the city can avail of their privileges under R.A. 9994 or the Expanded Senior Citizens Act of 2020, last, only 9.2% (36000/39000) of them are active. The remaining senior citizens population may not be aware of their privileges and how these can be availed. Majority also experience constrains in availing OSCA services due to welfare is therefore being proposed to maximize their benefits and increase their participation in governance thru administrative services programs OSCA and self-social enhancement services. It is being implemented of the barangay and cluster levels, regular activities will be conducted on a year round basis with the leadership of the OSCA and FSCAP and City Social Welfare and Development Office. It is mandated to provide social welfare and development programs particularly through technical assistance and resource augmentation; that will uplift their socio-economic condition.

The CSWD, is continuously implementing programs and projects by providing augmentation assistance to the local government units (LGU), non-government organizations, and other partner agencies, that would help alleviate poverty – reduction and ensure welfare of the disadvantaged and vulnerable groups.

Objective/s:

Senior Citizen's Welfare Program aims to improve well-being or the physical, psychological social condition of elderly citizens. Its specific objectives as provided article XV Section 4 of the Act are:

To recognize the rights of senior citizens to take their proper place in society and make it a concern of the family, community, and government;

To give full support to the improvement of the total well –being of the elderly and their full participation in society, considering that senior citizens are integral part of Philippine society;

To motivate and encourage the senior citizens to contribute to nation building;

To encourage their families and the communities they live with to reaffirm the valued Filipino tradition of caring for the senior citizens.

Budgetary Requirements:

The Approved Budget for the **Printing and Delivery of OSCA ID, Medicine Booklet and Grocery Booklet to be given to the Senior Citizens in the City of San Fernando, Pampanga** is included in the PPMP with Reference Number 2024-1459 is already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **Three Hundred Seventy Thousand (Php 370,000.00)**

Minimum Requirement for the Supplier

1. The Supplier must ensure and follow the specifications indicated in the approved Purchase Request and Purchase Order

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Project Location: City of San Fernando, Pampanga

A. The Supplier must ensure the following details:

Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	pc(s)	ID SENIOR -Height 2 inches -Width 3.5 inches Special Paper (Hard) Coated	10000	7.00	70,000.00
2		(Senior Citizens) Medicine Booklet Cover: -Height 6 inches -Width 4.5 inches -Special Paper (Hard) Coated Inside: -Height 6 inches -Width 4.5 inches -Bond Paper	10000	20.00	200,000.00
3		(Senior Citizens) Grocery Booklet Cover: -Height 8.5 inches -Width 6 inches -Special Paper (Hard) Coated Inside: -Height 8.5 inches -Width 6 inches -Board Paper	5000	20.00	100,000.00
SUBTOTAL: P370,000.00					

2. The Supplier must be responsible for "Return Exchange Policy" if the item delivered are not in good condition and if the specification is not properly followed.
3. The supplier must be compliant with the IATF Health and Safety Protocols.
4. The Supplier must follow the procurement, delivery and inspection procedure set by the City Government of San Fernando, Pampanga for procured good and services
5. The Supplier must follow the procurement, delivery and inspection procedure set by the City Government of San Fernando, Pampanga for procured good and services.

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B. Deliverables by the Supplier and City Government

The deliverables of the supplier shall be as follows:

- a. Provide the quantity of the Printing 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:

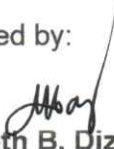
- a. On- time payment of the supplier i.e., 15 days after delivery regardless if the delivery is per month or Ordering Agreement.
- b. End- user shall monitor the delivery and completeness of requirements and documents to avoid delays.
- c. The Procurement Officer shall assist in the monitoring, delivery 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.

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Prepared by:



Maribeth B. Dizon
Designated Procurement Officer

Noted by:



Reymundo M. Hipolito Jr.
Chief of Staff

Conforme:

Signature above 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.*