



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 Two (2) Units ID Printer to be used for the mass production of Fernandino KAYABE Access Card in the City of San Fernando, Pampanga**
Location of the Project : **City Mayor's Office**

Company Name _____ Date : **Apr 17, 2024**
PR No. : **2024-04-00713**
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, April 22, 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	2	unit(s)	<p>ID Printer</p> <ul style="list-style-type: none"> * Color dye sublimation and monochrome thermal resin transfer technology * Dual Side, edge to edge direct card printing * Card capacity is 200 for input and 40 for output based on 30 mil (0.76mm) * Card thickness: 15 to 40 mil (0.38-1.00mm) * Card types: PVC and composite PVC cards, PET * Fast print speed of 212 cards per hour for full color single side for monochrome * Free IDesigner software with batch printing * Free downloadable SDK (System Development Kit) * Auto ribbon search function. * Memory :64MB RAM * with Tuffcae per machine * Optional magnetic stripes encoding, contact chip and contact-less chip encoding , the machine-readable technology that fits with your access control and other automated systems: <p>Included in the Card Printer:</p> <ul style="list-style-type: none"> * Software Installation CD * Power Supply with Power cord * Smart Design and Smart DataBase USB Cable * Printer Driver * Ribbon Cartridge (Included in the printer <p>User's Manual Quick Install Guide 1 roll Colored Ribbon (YMCKO) 125 ID's or 1 roll Colored Ribbon (YMCKOK) 200 ID 's FREE 250pcs. PVC card</p>			
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 : **Supply and Delivery of Two (2) Units ID Printer to be used for the mass production of Fernandino KAYABE Access Card in the City of San Fernando, Pampanga**

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

Background:

In the efforts of the City of San Fernando to have a transformative leadership and governance armed for anti-corruption, we have created a system that may identify and tracked information of Programs and beneficiaries of the City's program.

The Fernandino Access Card (FAC) was launched in 2014 with the goal of providing easy access to Fernandinos to the City's services especially to Health Services.

Up to date, to cater those that were not yet registered to the said access card and those who have lost their FAC, we are proposing the continuation of the program in line with the agenda of the present administration – our city mayor the improved aforementioned card shall now be called “ **Fernandino Kayabe Access Kard**” in support to the Executive Order No. CMO2022-65.

Objective/s

- To establish a system that have an effective and efficient data base needed for the improved delivery of basic services to our constituents based on the categorization properly assessed by registered social worker from CSWDO
- To promote inclusivity and proper re-classification of specific target clientele to access in all appropriate social services and interventions
- To serve as a reliable basis to accommodate constituents of the City of San Fernando, Pampanga by their categorization.

Budgetary Requirements:

The Approved Budget Supply and Delivery of Two (2) Units ID Printer to be used for the mass production of Fernandino KAYABE Access Card in the City of San Fernando, Pampanga is included in the PPMP with Reference Number 2024-1507 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of P400,000.00 amount in figure or Four Hundred Thousand Pesos amount in words.

Minimum Requirement for the Supplier

1. The Supplier must ensure the specifications and schedule of requirements indicated in the Purchase Order.

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A. The Supplier must ensure the following details:

Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	Unit(s)	ID Printer * Color dye sublimation and monochrome thermal resin transfer technology * Dual Side, edge to edge direct card printing * Card capacity is 200 for input and 40 for output based on 30 mil (0.76mm) * Card thickness:15 to 40 mil (0.38-1.00mm) * Card types: PVC and comppsite PVC cards, PET * Fast print speed of 212 cards per hour for full color single side for momochrome * Free IDesinger software with batch printing * Free downloadable SDK (System Development Kit) * Auto ribbon search function. * Memory :64MB RAM * with Tuffcae per machine * Optional magnetic stripes encoding, contact chip and contact-less chip encoding , the machine-readalbe technology that fits with your access control and other automated systems: Included in the Card Printer: * Software Installation CD * Power Supply with Power cord * Smart Design and Smart DataBase USB Cable * Printer Driver * Ribbon Cartridge (Included in the printer User's Manual Quick Install Guide 1 roll Colored Ribbon (YMCKO) 125 ID's or 1 roll Colored Ribbon (YMCKOK) 200 ID 's FREE 250pcs. PVC card	2	200,000.00	400,000.00
SUBTOTAL: P400,000.00					

2. The concerned office thru the Designated Procurement Officer will inform the supplier for the whole details of the delivery at least 1 – 2 days before the event to provide the order as per approved Delivery Order Contract and Order List.
3. The supplier must be open for any changes and cancellation of orders for the unforeseen circumstances.

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4. The supplier must be compliant with the IATF Health and Safety Protocols.
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.

Deliverables by the Supplier and City Government

The deliverables of the supplier shall be as follows:

- a. Provide the quantity of the Printer 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:

C. Estolano
Charlotte D. Estolano
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.