



Republic of the Philippines

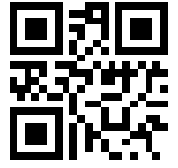
Province of Pampanga

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 Bond Paper to be used for the Local and National Pantawid Pamilyang Pilipino Program (4Ps) for 2024 in the City of San Fernando, Pampanga**

Location of the Project : **City Social Welfare and Development Office**

Company Name

Address

Date : **May 8, 2024**

PR No. : **2024-04-00802**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Monday, May 13, 2024 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga.**

Canvassed by: _____ Approved by: _____

Jannelle D.A. Tungcab

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	127	ream(s)	Bond Paper Legal 80gsm			
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 BOND PAPER TO BE USED FOR THE LOCAL AND NATIONAL PANTAWID FAMILY PILIPINO PROGRAM (4P'S) FOR 2024 IN THE CITY OF SAN FERNANDO, PAMPANGA.

I BACKGROUND:

The City Social Welfare and Development Office is mandated to care for, protect, rehabilitate, and empower the socially, economically, and physically disadvantaged individuals, families, and communities for an improved quality of life.

Ordinance No. 2015-011 states the 2015 "Poverty Alleviation Ordinance of the City of San Fernando, Pampanga, providing funds for its implementation and for other purposes." It's the declared policy of the CSFP to advance the general welfare and promote the interest of the Fernandinos within the framework of sustainable and integrated development. It is in this concept that it adopts an area-based, sectoral, and focused intervention to poverty alleviation wherein every poor Fernandino family shall be empowered to meet his/her minimum basic needs of health, food, and nutrition, water, and environmental sanitation, income, security, shelter, and decent housing, peace and order, education and functional literacy, participation in governance and family care and psycho-social integrity.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply and Delivery of Bond Paper to be used for the local and National Pantawid Family Pilipino Program (4Ps) for 2024 in the City of San Fernando, Pampanga subject to the ordering agreement is included in the PPMP with Ref. No. 2024-1900 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **FIFTY THOUSAND TWO HUNDRED FORTY THREE PESOS AND SEVENTY FOUR CENTAVOS ONLY. (Php50,243.74).**

III. OBJECTIVES

The objectives of the Supply and Delivery Bond Paper to be used for the local and National Pantawid Family Pilipino Program (4Ps) for 2024 in the City of San Fernando, Pampanga are as follows:

1. To ensure the accessibility of supplies for the implementation of Office programs and services; and
2. To ensure uninterrupted flow of operation through the availability of supplies and materials.

IV. TERMS AND CONDITIONS

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

Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
127	ream(s)	Bond Paper Legal 80gsm	May-June 2024	Central Storage, New Public Market, Brgy. Del Pilar, CSFP

a. Procurement Process

1. For the end user, ensure the completion of the documents 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 - based on the procurement schedule including this TOR duly signed by the end-user and confirmed by the supplier/ provider.
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 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 that there are ready-available supplies upon submission of Request for Quotation (RFQ)/ Bid since delivery is anticipated upon issuance of PO/ Contract.
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.

b. Delivery/ Implementation period

1. Strictly observe the "No Purchase Order (PO)/ Contracts, No Delivery" Policy and comply with the delivery period.
2. The Delivery Period shall be from May to June 2024.
3. During the delivery, strictly follow the provisions enumerated in the Terms and Conditions of the PO/ Contract including the Delivery Schedule, and 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 of meals and to immediately notify the supplier/ contractor in case of any concerns before the acceptance.

c. 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

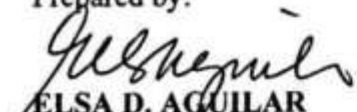
The deliverables of the supplier/ contractor shall be as follows:

- a. Provide the quantity of ~~Board Paper~~ being required by the project/ program; and
- b. Strictly follow the specifications and timely provision of requirements based on the delivery schedule.

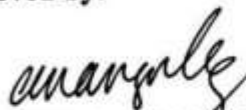
The deliverables of the City Government shall be as follows:

- a. On-time payment of the supplier/ contractor i.e., 15 days after delivery regardless if the delivery is per month or Ordering Agreement.
- 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:


ELSA D. AGUILAR
Social Welfare Assistant

Approved by:


CANNETH C. MANGALUS
Acting CSWD Officer – End-User

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.