



Republic of the Philippines

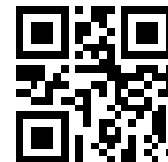
Province of Pampanga

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 Photocopier Machine Toner to be used at the CGSO-Procurement Management Division for 1st Semester of 2024 in the City of San Fernando, Pampanga**

Location of the Project : **City General Services Office - Procurement Management Division**

\_\_\_\_\_  
Company Name  
Date : **May 8, 2024**  
PR No. : **2024-05-00819**  
\_\_\_\_\_  
Address

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Wednesday, May 15, 2024 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	7	cart(s)	TK-6113			
<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 Photocopier Machine Toner for 2024 to be used at the City General Services Office - Procurement Management Division 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 City Government of San Fernando, Pampanga, the City General Services Office (CGSO) Procurement Management Division, is mandated by law to carry out functions relative to the management of procurement, properties, supply, records, security, resource conservation, maintenance of facilities and assets, and other support services.

Meanwhile, the CGSO- Procurement Management Division, shall carry out functions as mandated by law such as to establish and execute internal controls over the department's operational procedures, ensure compliance on standards and procedures prescribed by governing laws, COA Resolutions, DBM Circulars and other policies, prepare administrative related reports and documents in compliance with or as required by other departments/ offices, among others, hence, is proposing for the Supply and Delivery of Photocopier Machine Toner for 2024 for the reproduction of office documents being used for its daily operation.

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

The budgetary requirement for the Supply and Delivery of Photocopier Machine Toner for 2024 to be used at the CGSO- Procurement Management Division in the City of San Fernando, Pampanga is included in the PPMP with the Ref. No. 2024-00954 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **NINETY ONE THOUSAND PESOS ONLY (P91,000.00)**.

#### **III.OBJECTIVES**

The objectives of the Supply and Delivery of Photocopier Machine Toner for 2024 to be used at the CGSO- Procurement Management Division in the City of San Fernando, Pampanga are as follows:

1. To ensure prompt reproduction of documents of the division; and
2. To ensure uninterrupted flow of operation through availability of reproduction materials.

#### **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>
7	Cartridge	Kyocera MITA Digital Copier Model Ecosys M41225IDN Toner Cartridge (TK-6113)	January to June 2024	Central Storage, New Public Market, Brgy. Del Pilar, CSFP

##### **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 Purchase Order.
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), No Delivery” Policy and comply with the delivery period.
2. The Delivery Period shall be from January to June 2024, and the contract shall end by the end of June 2024. By the end of the contract, the end- user can no longer prepare Purchase Order and no PO 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 photocopier machine 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:

  
**ARIEL N. BALAGTAS**  
Procurement Officer

Approved by:

  
**Engr. MICHAEL N. QUIZON, JR.**  
City General Services Officer

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*