



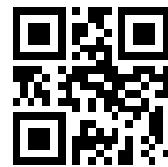
Republic of the Philippines
Province of Pampanga

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 Purchase Booklets for Medicine and Groceries to be used by the Fernandino PWDs for 2024 in the City of San Fernando, Pampanga**
Location of the Project : **City Social Welfare and Development Office**

Company Name
Date : **May 8, 2024**
PR No. : **2024-05-00823**

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:

Rachelle M. Pangilinan


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	2000	booklet(s)	PWD Booklets (For Medicine) Cover: -Height: 6.5 inches, Width: 8.5 inches -Special Paper (Hard) Coated Inside -Height: 6.5 inches, Width: 8.5 inches -Bond Paper			
2	2000	booklet(s)	PWD Booklets (For Grocery) Cover: -Height: 6.5 inches, Width: 8.5 inches -Special Paper (Hard) Coated Inside -Height: 6.5 inches, Width: 8.5 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

PRINTING AND DELIVERY OF PURCHASE BOOKLETS FOR MEDICINE AND GROCERIES TO BE USED BY THE FERNANDINO PWDs FOR 2024 IN THE CITY OF SAN FERNANDO, PAMPANGA

I. BACKGROUND

Republic Act 7277 or the Magna Carta for Disabled Persons is an Act providing for the rehabilitation, self-development and self-reliance of Persons with Disability and their integration into the mainstream of society and for other purposes. Pursuant to Section 1 of RA No. 10070, amending Section 40 of RA No. 7277, Local Government Units and National Agencies shall have the following roles, namely: Local government unit shall promote the establishment of organizations of persons with disabilities (PWDs) in their respective territorial jurisdictions.

National agencies and Local Government Units may enter into joint ventures with organizations and association of PWDs to explore livelihood opportunities and other undertakings that shall enhance health, physical fitness and economic and social wellbeing of PWDs.

The City of San Fernando through the efforts of City Social Welfare and Development Office (CSWDO) and Persons with Disability Affairs Office (PDAO) has been recognizing the rights of PWDs to form organizations or associations that promote their welfare and advance or safeguard their interests. To ensure the active participation of PWDs, the city has organized its 35 barangays and Northville and their organizations shall be encouraged to participate in the planning, organization and management of government programs and projects for PWDs

II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the Printing and Delivery of Purchase Booklets for Medicine and Groceries to be used by the Fernandino PWDs for 2024 in the City of San Fernando, Pampanga is included in the PPMP with Ref. No. 2024- 150 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **ONE HUNDRED TWENTY THOUSAND PESOS (Php 120,000.00)**.

III. OBJECTIVES

The objective of this program is to verify that the person holding it is indeed who he/she claims to be and if he/she is qualifies in availing a PWD ID so they could enjoy the benefits and privileges of the PWDs.

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

Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
2,000	30.00	PWD Booklet: Medicine	20 days after the issuance of Notice to proceed.	CGSO Central Storage
2,000	30.00	PWD Booklet: Purchase (Grocery)		

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 delivery 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 that there are readily- 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.

c. 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 20 days after the issuance of Notice to proceed.
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.
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.

d. Inspection and Acceptance

1. The End- user shall accept the delivery with the (1) delivery receipts, and submit immediately to the Inspector or CGSO- PSMD together with the (2) attendance sheet/s as part of the utilization where the quantity of the delivery is the same as the number of attendees and photo documentation of the delivery.

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 printing booklets 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.