



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 the STAR CHRONICLE a School Paper Publication to be used at the City College of San Fernando, Pampanga**  
Location of the Project : **City College of San Fernando, Pampanga**

\_\_\_\_\_  
Company Name  
Date : **May 30, 2024**  
PR No. : **2024-05-00982**  
\_\_\_\_\_  
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, June 4, 2024 10:00 AM** at **CGSO Building, City Civic Center, Alasas, 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                    | 1000 | copies | Magazine format (Vol. 15 - Issue 2)<br>-20 pages including front and cover<br>-Size 9 x 11 inches<br>-White paper substance 80 or approximate<br>-Full color all pages |         |            |       |
| 2                    | 1000 | copies | Magazine format (Vol. 16 - Issue 1)<br>-20 pages including front and cover<br>-Size 9 x 11 inches<br>-White paper substance 80 or approximate<br>-Full color all pages |         |            |       |
| <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

### PRINTING AND DELIVERY OF THE STAR CHRONICLE A SCHOOL PUBLICATION TO BE USED AT THE CITY COLLEGE 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.

The Star Chronicle is an official students' publication of the City College of San Fernando, Pampanga. It is published every semester of the Academic Year. It is a way of exhibiting students' creativity in writing, designing, drawing, photography, illustrating, planning and organizing. In addition, Star Chronicle is a vehicle where the academic community, government official and business community will be able to see the outputs and activities of our students.

In order to exhibit students' outputs in writing, designing, drawing, photography, and in illustrating, the Star Chronicle shall be published. These are the issues of the Star Chronicle for the Fiscal Year 2023

#### II.BUDGETARY REQUIREMENT

The Budgetary Requirement for the Printing and Delivery of the STAR CHRONICLE a School Paper Publication to be use at the City College of San Fernando, Pampanga is included in the **PPMP with Ref No. 2024-2384** and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **TWO HUNDRED THOUSAND PESOS ONLY (PHP 200,000.00)**.

#### III.OBJECTIVES

The objectives of the Printing and Delivery of the STAR CHRONICLE a School Paper Publication to be use at the City College of San Fernando, Pampanga are as follows:

1. To provide opportunities for student writers, photojournalist and artist to hone their skills and work as a team to work on their own campus paper;
2. To make Fernandino readers know the activities, achievements, and events of the City College of San Fernando Pampanga;
3. To expose students to real life media through brainstorming, news gathering, news editing, lay outing, and coordinating with concern offices and agencies.

#### 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/<br>Specifications  | Delivery<br>Date              | Location   |
|------|--------|--|-------------------------------|--|
| 1000 | copies | Magazine Format (Vol. 15 -<br>Issue 2)<br>-20 pages including front and<br>cover<br>-size 9 x11 inches<br>-white paper substance 80 or<br>approximate<br>-full color all pages | June-July<br>2024             | City College of San<br>Fernando Pampanga,<br>Del Rosario, CSFP |
| 1000 | copies | Magazine Format (Vol. 16 -<br>Issue 1)<br>-20 pages including front and<br>cover<br>-size 9x11 inches<br>-white paper substance 80 or<br>approximate<br>-full color all pages  | November-<br>December<br>2024 | City College of San<br>Fernando Pampanga,<br>Del Rosario, 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/ 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 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 June to December 2024.
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 inform the CGSO-PSMD of the delivery for the latter to conduct inspection prior to the acceptance of the former

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**

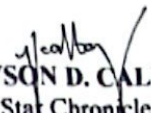
The deliverables of the supplier/ contractor shall be as follows:

- a. Provide the quantity of magazines being required by the project/ program;
- b. Provide the quality as requested by the end user; and
- c. 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:

  
**RALPH JAYSON D. CALBANG, LPT, MAED**  
Adviser, The Star Chronicle

Approved by:

  
**ATTY. GLORIA J. VICTORIA-BAÑAS, CPA, DPA, CESO V**  
College Administrator / President

|                                      |
|--------------------------------------|
| CONFORME:                            |
| _____<br>Signature over Printed Name |
| _____<br>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.*