



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 Customized Boxes to be used at the CGSO-Records and Archives Management Division for the year 2024 in the City of San Fernando, Pampanga**

Location of the Project : **City General Services Office - Records and Archives Management Division**


	Date : Jul 8, 2024
Company Name	PR No. : 2024-07-01226
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, July 15, 2024 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga.**

Canvassed by:

Approved by:

Lorraine Kate M. Escoto


 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	500	pc(s)	Customized Box (21"x16"21") with CGSO Label			
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 CUSTOMIZED BOXES TO BE USED AT THE CGSO – RECORDS AND ARCHIVES MANAGEMENT DIVISION FOR 2024 IN THE CITY OF SAN FERNANDO, PAMPANGA

I. BACKGROUND

Pursuant to R.A.9470 otherwise known as the “National Archives of the Philippines Act of 2007, particularly Section (2) provides that the State shall give utmost priority for the safeguard, protection and preservation of its public documents and records, not only as fundamental instruments for efficient and effective governance but also as essential tools for the preservation of the country’s history and cultural memory.

Records Management is one of the important activities of the Records and Archives Management Division which is one of the divisions of the City General Services Office which disseminates the principles provided by R.A.9470 which strengthen the existing system of management of city government records and administration of government archives and establish and maintains a systematic records management program and accurate records of all activities and decision of a public office which are created, managed and retained or disposed of appropriately created, managed and retained or disposed of appropriately but more importantly proper safekeeping should be most considered through the use of non-acidic, customized or signaturred record boxes with clear sheets for proper labeling.

Accordingly, one vital part in included in the functions of the division is to provide proper and signaturred boxes for maintaining and safekeeping of public records. Documents and paper archives are extremely susceptible to moisture and temperature fluctuations which can cause materials to expand and contract, contributing to their continuing deterioration. So, it is especially important to follow archival guidelines as provided by the National Archives of the Philippines. Storing documents in professional non-acidic archival boxes specially designed will stabilize and protect documents over a long period of time.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply and Delivery of Customized Boxes to be used at the CGSO-Records and Archives Management Division for 2024 in the City of San Fernando, Pampanga is included in the PPMP with Ref. No. 2024-840 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of ONE HUNDRED FIFTY THOUSAND PESOS (P 150,000.00).

III. OBJECTIVES

The objectives of the Supply and Delivery of Customized Boxes to be used at the CGSO-Records and Archives Management Division for 2024 in the City of San Fernando, Pampanga are as follows:

1. To ensure that records are properly preserved and paper items are protected from yellowing over a long period of time.
2. To ensure that city government are protected from moist and possible damage.

IV. SCOPE AND SERVICES

1. The Supplier shall provide to the City all the necessary services to fulfill its duties and obligations.

2. The Supplier shall undertake the services in accordance with the specifications and subject to the terms and conditions of the contract.

V. TERMS AND CONDITIONS

1. The supplier upon receipt of the PO shall supply and deliver the items 10 days after the issuance of P.O. & NTP.
2. The supplier shall ensure that all goods are appropriately delivered to the City's Central Storage in good manner to avoid physical damage, breakage or corrosion.
3. All customized boxes must be brand new and original.

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
500	pc(s)	Customized Box (21"x16"21") with CGSO Label	10 days after the issuance of P.O. & NTP	City General Services Office - RAMD, City Civic Center, 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 10 days after the issuance of P.O. and NTP.
 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. Supplier agrees to supply and delivered the goods and perform the services as applicable, on the terms set up in this agreement.
 7. Supplier shall at it owns expense pack, load and deliver good to the delivery point with the invoicing, delivery terms and other instructions printed on the phase of the purchase order
 8. Time is of the essence with respect of the delivery of the goods.
 9. Goods shall be delivered by the applicable delivery date.
- d. Inspection and Acceptance
1. The CGSO-Property and Supply Management Division (PSMD) shall inspect, conduct a thorough examination and accept delivery of the supplied goods and prepare a verified report for compliance with the technical requirements as to quantity, quality and description of records boxes.
 2. The end user shall have the right to reject the items that are delivered in excess of the quantity ordered or are damaged or defective.
 3. The end user shall have the right to reject the items that are not in conformance with the specifications or any term of the agreement.

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 customized boxes 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:

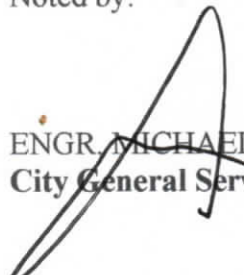
- a. On- time payment of the supplier/contractor i.e., 15 days after delivery regardless if the delivery is per month or Ordering Agreement.
- b. End- user shall monitor the delivery of requirements.
- c. The Procurement Officer shall assist in the monitoring, delivery and on- time payment of the supplier.

- 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 and submitted by:


DAVY F. RAMOS
Supervising Administrative Officer/End-User

Noted 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 of the supplier/contractor.