



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 Toner for Photocopier Machine to be used at the Commission on Elections in the City of San Fernando, Pampanga**

Location of the Project : **Commission on Elections**

Company Name

Address

Date : **Jul 11, 2024**

PR No. : **2024-07-01253**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Thursday, July 18, 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	10	pc(s)	TONER KYOCERA TK-5275 BLACK			
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

City



COMMISSION ON ELECTIONS
of San Fernando, Pampanga



TERMS OF REFERENCE

Supply and Delivery of Toner for Photocopier Machine to be used at the Commission on Elections 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.

The Commission on Elections (COMELEC) is an independent Constitutional body mandated to enforce and administer all laws and regulations relative to the conduct of elections, plebiscite, initiative, referendum and recall for the purpose of ensuring free, orderly, peaceful and credible elections. It was created in 1935 by the Philippine Constitution, and reiterated in the 1973 Constitution and the Freedom Constitution of 1986 and 1987;

It is the principal government agency tasked by the Constitution to enforce and administer all laws and regulations concerning the conduct of regular and special elections.

II. BUDGETARY REQUIREMENT

The Budgetary requirement for the Supply and Delivery of One (1) Unit Photocopier Machine to be used at the Commission on Elections in the City of San Fernando, Pampanga is included in the PPMP with the Ref. No. 2024-2508 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount ONE HUNDRED THIRTY-FIVE THOUSAND SEVEN HUNDRED PESOS (P 135,700.00).

III. OBJECTIVES

The objectives of the ***Supply and Delivery of Toner for Photocopier Machine to be used at the Commission on Elections in the City of San Fernando, Pampanga*** are as follows:

1. To ensure uninterrupted flow of operation through the availability of office supplies.
2. To ensure the continuous efficiency and active participation of the commission

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	Particulars	Delivery Date	Location
10	Pc(s)	TONER KYOCERA TK-5275 BLACK	20 days upon issuance of NTP and PO	CGSO Central Storage, 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 DOC.
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)/ Delivery Order Contract (DOC), No Delivery” Policy and comply with the delivery period.
2. The Delivery Period shall be fromon 20 days upon issuance of NTP and PO
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

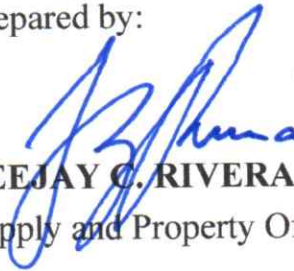
The deliverables of the supplier/ contractor shall be as follows:

- a. Provide the quantity of Toner for photocopier machine 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:


PEEJAY C. RIVERA
Supply and Property Officer

CONFORME:

Signature over printed name

Date

Approved by:


ATTY. JUNE T. GUIAO
City Election Officer IV

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