



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, Delivery and Installation of Spareparts to be used for the repair of Photocopier Machine at the CGSO-Motorpool Division in the City of San Fernando, Pampanga**

Location of the Project : **City General Services Office - Property and Supply Management Division**

Company Name

Address

Date : **Sep 24, 2024**


PR No. : **2024-07-01298**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Monday, September 30, 2024 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga**.

Canvassed by:

Approved by:

Monalyn M. Aquino
Administrative Aide VI (Buyer II)


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	1	unit(s)	IU after Assy			
2	1	unit(s)	Fusing Unit			
3	1	unit(s)	Transfer Roller			
4	1	unit(s)	Drum DR114			
5	1	unit(s)	Developer DV116			
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, DELIVERY AND INSTALLATION OF SPARE PARTS TO BE USED FOR THE REPAIR OF PHOTOCOPIER MACHINE AT THE CGSO-MOTORPOOL DIVISION IN THE CITY OF SAN FERNANDO, PAMPANGA

I. BACKGROUND

Pursuant to RA No. 7160 otherwise known as the Local Government Code of 1991, particularly Section 444 provides that the Chief Executive shall exercise general supervision and control over all programs, projects, services and activities of the local government. As stated in the Section 2 of the Presidential Decree No. 1445 otherwise known as the State Auditing of the Philippines, that "all resources of the government shall be managed, expended or utilized in accordance with laws, rules, regulations and safeguarded against loss or wastage through illegal or improper disposition with the view of ensuring the economy, efficiency and effectiveness in the operation of the government".

In the City Government of San Fernando, Pampanga, the City General Services Office-Property and Supply Management Division is mandated by law to carry out functions relative to property and supply management that aims to address the requirements of the different departments/offices of the city government, including the monitoring of the availability of office supplies and equipment. That being the case, this office is proposing for the Repair of Photocopier machine at the CGSO-Motorpool Division, which is necessary in the reproducing of documents.

II. BUDGETARY REQUIREMENT

The budgetary requirement for the Supply, Delivery and Installation of spare parts to be used for the repair of photocopier machine at the CGSO-Motorpool Division the City of San Fernando, Pampanga is included in the PPMP with Ref. No. 2024-2594 in the amount of **FIFTY FIVE THOUSAND THREE HUNDRED SEVEN PESOS AND TEN CENTAVOS ONLY (55,307.10)**.

III. OBJECTIVES

- To ensure uninterrupted flow of operational procedures through availability of office equipment used for reproducing of documents.

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
1	Unit	IU after Assy	August Onwards	Central Storage, New Public Market, Brgy. Del Pilar, CSFP
1	Unit	Fusing Unit	August Onwards	Central Storage, New Public Market, Brgy. Del Pilar, CSFP
1	Unit	Transfer Roller	August Onwards	Central Storage, New Public Market, Brgy. Del Pilar, CSFP

1	Unit	Drum DR114	August Onwards	Central Storage, New Public Market, Brgy. Del Pilar, CSFP
1	Unit	Developer DV116	August Onwards	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 PO.
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. During the delivery, strictly follow the provisions enumerated in the Terms and Condition of the PO/ Contract including the Delivery Schedule, Penalty, among others.
3. 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.
4. 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

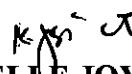
The deliverables of the supplier/ contractor shall be as follows:

- a. Provide the quantity of the photocopier machine spareparts 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:


KRISELLE JOY V. SICAT
Procurement Officer

Noted by:


JANET L. SANCHEZ
Supervising Administrative Officer

Approved by:


ENGR. MICHAEL N. QUIZON JR.
City General Services Officer

<p>CONFORME:</p> <hr/> <p>Signature over Printed Name</p> <hr/> <p>Date</p>

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.