



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 Printed Forms to be used at the City Assessor's Office for 2024 in the City of San Fernando, Pampanga**

Location of the Project : **City Assessor's Office**

Company Name

Address

Date : **Jul 18, 2024**

PR No. : **2024-07-01312**

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 25, 2024 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga.**

Canvassed by:

Approved by:

Paolo Cesar E. Areola


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	20	ream(s)	DESKPAD (6.25" inches (Width) X 8.5 inches (Length)			
2	60	ream(s)	Letter Head - Paper size (Letter 21.59 x 27.94cm)			
3	60	ream(s)	Tax Declaration - Paper size (Letter 21.59cm x 27.94cm)			
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 PRINTED FORMS FOR THE YEAR OF 2024 TO BE USED AT THE CITY ASSESSOR'S OFFICE 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.

As provided for under Sec. 201 of Local Government Code (LGC) of 1991, all real property whether taxable or exempt shall be appraised at the current and fair market value prevailing in the locality where the property is situated.

In the City Government of San Fernando, Pampanga, the City Assessor's Office (CAssO) through its four (4) divisions namely Appraisal and Assessment Division, Assessment and Evaluation Division, Records and Administrative Division, Tax Mapping Division, is mandated by law to assess all real property whether taxable or exempt shall be appraised at the current and fair market value prevailing in the locality where the property is situated.

Considering that the organization is on a daily operation, the City Assessor's Office personnel is needing office supplies in order to have a smooth preparation of documents needed for requesting various certifications and other processes. Printing and Delivery of Printed Forms for the year of 2024 to be used at the City Assessor's Office in the City of San Fernando, Pampanga is being proposed.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the Printing and Delivery of Printed Forms for the year of 2024 to be used at the City Assessor's Office in the City of San Fernando, Pampanga is included in the PPMP with Ref. No. 2024-1216 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of ONE HUNDRED NINETY-FIVE THOUSAND PESOS (P 195,000.00).

III. OBJECTIVES

The objectives of the Printing and Delivery of Printed Forms for the year of 2024 to be used at the City Assessor's Office in the City of San Fernando, Pampanga are as follows:

1. To provide supplies/ materials needed for daily operation of the City Assessor's Office.
2. To ensure uninterrupted flow of operation through availability of office supplies needed.

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
20	Ream(s)	DESKPAD (6.25" inches (Width) X 8.5 inches (Length))	July 1- December 30, 2024	Central Storage, CGSO
60	Ream(s)	Letter Head - Paper size (Letter 21.59 x 27.94cm)	July 1- December 30, 2024	Central Storage, CGSO
60	Ream(s)	Tax Declaration - Paper size (Letter 21.59cm x 27.94cm)	July 1- December 30, 2024	Central Storage, CGSO

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 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)/ Contracts, No Delivery" Policy and comply with the delivery period.
2. The Delivery Period shall be on July 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.

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 Letterhead, Tax Declaration and Desk Pad 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:



LUZ T. BAUTISTA, REA, Ph.D.
City Assessor, City Assessor's Office

CONFORME:

Signature over Printed Name

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.