



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 Photocopier Machine to be used at the City Health Office - Rural Health Unit III (San Nicolas) in the City of San Fernando, Pampanga**

Location of the Project : **City Health Office**

Company Name	Date : <b>Sep 24, 2024</b>
Address	PR No. : <b>2024-07-01340</b>

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)	Photocopier Machine  SPECIFICATION: master-making/ High-speed digital master-making/ printing methods fully automatic stencil printing original type Book (22 lb/10 kg or less), sheet original size/weight When using the Stage Glass: 1.96? x 3.54? to 11? x 17? (50 x 90 mm to 280 x 432 mm), 22 lb (10 kg) or less When using the ADF unit (option): 3.93? x 5.84? to 12.18? x 17? (100 x 148 mm to 310 x 432 mm), 14 lb bond to 34 lb bond (50 GSM to 128 GSM) scanning area (max.) 11.69? x 17? (297 x 432 mm) print paper size 3.93? x 5.84? to 12.18? x 17? (min./max.) (100 x 148 mm to 310 x 432 mm) paper supply capacity 1000 sheets in feed tray and receive tray, 17 lb bond (64 GSM) print paper weight 13 lb bond to 110 lb index (46 GSM to 210 GSM) image processing mode Line, Photo, Duo, Pencil resolution Scanning: 300 x 300 dpi Printing: 300 x 300 dpi mas t er making time Approximately 25 seconds (for A4/portrait/ 100% reproductionratio)printing area (max.) 8.5? x 14? (216 x 3 56 mm) reduction/enlargement Preset: 154%, 129%, 121%, 94%, 78%, 65%, 61%; print speed Approx. 60 to 130 pages per minute (five steps variable) print position adjustment Vertical: ± 0.5? (15 mm) Horizontal: ± 0.375? (10 mm) ink supply Fully aut omatic (1000 ml per cartridge) master supply/disposal Fully automatic (approx. 250 sheets per roll) master disposal capacity 100 sheets			



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Location of the Project : **City Health Office**

Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
			features LED Keypad User Panel with Progress Arrow indicators, front-side operation, User Management, Auto-Process, Contrast Adjustment, Tone Smoothing, Ink Saving, 2-Up Print, RISO Copy Count Viewer, Book Shadow, Proof, Confidential, Program, Job Memory, Manual Idling, Energy Saving Mode, RISO i Quality System, Stand options Color Print Cylinders, Automatic Document Feeder, Job Separator, Card Feed Kit, Envelope Kit, Ink/Master Holder, RISO Network Card, RISO PC Interface Card USB 2.0 power source 100V-120/220-240 V~, 2.5/1.3A, 50Hz/60Hz power consumption Maximum: 210 W Standby: 13 W Sleep Mode: 1.5 W dimensions (w x d x h) When in use: 54.31" x 25.37" x 26" (1380 x 645 x 660 mm) without Stand When in storage: 30.53" x 27.37" x 26" (775 x 645 x 660 mm) without Stand weight Approx. 220 lb (100 kg) without Stand (D type stand: 42 lb or 19 kg)			

**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 Photocopier Machine to be used at the City Health Office - Rural Health Unit III (San Nicolas) of 2024 in the City of San Fernando, Pampanga**

#### **I.BACKGROUND**

In exigency of the service, and in line with the evolving demand of public health-related undertakings, the provision of relative capital outlay and various supplies for daily operation is highly essential for the benefit/interest of our healthcare workforce and to generally improve the delivery of health services to our constituents.

#### **II. BUDGETARY REQUIREMENT**

The Budgetary Requirement for the **Supply and Delivery of Photocopier Machine to be used at the City Health Office - Rural Health Unit III (San Nicolas) of 2024 in the City of San Fernando, Pampanga** is included in the PPMP with Ref. No. 2024 - 2674 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of ONE HUNDRED THIRTY THOUSAND PESOS (P 130,000.00)

#### **III.OBJECTIVES**

The objectives of the **Supply and Delivery of Photocopier Machine to be used at the City Health Office - Rural Health Unit III (San Nicolas) of 2024 in the City of San Fernando, Pampanga** are as follows:

1. To be able to produce the medical forms that needs every barangay health station of the rural health unit, such as prescription, treatment record, medical certificates, referral forms, laboratory requests and alike.

#### **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

<b>Qty.</b>	<b>Unit</b>	<b>Item Description/ Specifications</b>	<b>Delivery Date</b>	<b>Location</b>
1	UNIT	PHOTOCOPIER  SPECIFICATION: master-making/ High-speed digital master-making/ printing methods fully automatic stencil printing original type Book (22 lb/10 kg or less), sheet original size/weight When using the Stage Glass: 1.96? x 3.54? to 11? x 17? (50 x 90 mm to 280 x 432 mm), 22 lb (10 kg) or less When using the ADF unit (option): 3.93? x 5.84? to 12.18? x 17? (100 x 148 mm to 310 x 432 mm), 14	October 2024	Central Storage, New Public Market, Brgy. Del Pilar, CSFP

		<p>11 lb bond to 34 lb bond (50 GSM to 128 GSM) scanning area (max.) 11.69" x 17" (297 x 432 mm) print paper size 3.93" x 5.84" to 12.18" x 17" (min./max.) (100 x 148 mm to 310 x 432 mm) paper supply capacity 1000 sheets in feed tray and receive tray, 17 lb bond (64 GSM) print paper weight 13 lb bond to 110 lb index (46 GSM to 210 GSM) image processing mode Line, Photo, Duo, Pencil resolution Scanning: 300 x 300 dpi Printing: 300 x 300 dpi master making time Approximately 25 seconds (for A4/portrait/100% reproduction ratio) printing area (max.) 8.5" x 14" (216 x 356 mm) reduction/enlargement Preset: 154%, 129%, 121%, 94%, 78%, 65%, 61%; print speed Approx. 60 to 130 pages per minute (five steps variable) print position adjustment Vertical: ± 0.5" (15 mm) Horizontal: ± 0.375" (10 mm) ink supply Fully automatic (1000 ml per cartridge) master supply/disposal Fully automatic (approx. 250 sheets per roll) master disposal capacity 100 sheets features LED Keypad User Panel with Progress Arrow indicators, front-side operation, User Management, Auto-Process, Contrast Adjustment, Tone Smoothing, Ink Saving, 2-Up Print, RISO Copy Count Viewer, Book Shadow, Proof,</p>		
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		<p>Confidential, Program, Job Memory, Manual Idling, Energy Saving Mode, RISO i Quality System, Stand options Color Print Cylinders, Automatic Document Feeder, Job Separator, Card Feed Kit, Envelope Kit, Ink/Master Holder, RISO Network Card, RISO PC Interface Card USB 2.0 power source 100V-120/220-240 V~, 2.5/1.3A, 50Hz/60Hz power consumption Maximum: 210 W Standby: 13 W Sleep Mode: 1.5 W dimensions (w x d x h) When in use: 54.31? x 25.37? x 26? (1380 x 645 x 660 mm) without Stand When in storage: 30.53? x 27.37? x 26? (775 x 645 x 660 mm) without Stand weight Approx. 220 lb (100 kg) without Stand (D type stand: 42 lb or 19 kg)</p>		
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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 confirmed 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.<sup>4</sup>

2. The Delivery Period shall be on **OCTOBER 2024** at the City of San Fernando, Pampanga.
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 items and to immediately notify the supplier/ contractor in case of any concerns before the acceptance.

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 items being required by the project/ program; and
- b. Strictly follow the specifications and timely provision of requirements based on the delivery schedule.

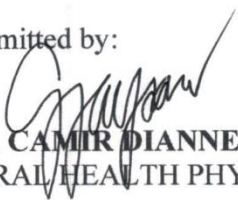
The deliverables of the City Government shall be as follows:

- 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 by:

  
**JOCYLENE RAIZA C. CRUZ, RN**  
PUBLIC HEALTH NURSE – RHU III

Submitted by:

  
**DR. CAMIR DIANNE R. AYSON**  
RURAL HEALTH PHYSICIAN – RHU III

Noted by:

  
**DR. ROWENA L. SALAS**  
CITY HEALTH OFFICER II

<b>CONFORME:</b>
_____ 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***

SAMPLE PICTURE



**PHOTOCOPIER**

APPROVED BY:

  
**DR. ROWENA L. SALAS**  
CITY HEALTH OFFICER II