



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 Supplies/Materials to be used for the Kayabe Ka-SPES 2024 (Tulay Kaagapay Hanapuhay para sa Kabataan) of the City Public and Employment Services Office in the City of San Fernando, Pampanga**

Location of the Project : **City Administrator's Office - City Employment Services Division**

Company Name

Date : **Aug 19, 2024**

PR No. : **2024-08-01526**

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, August 26, 2024 10:00 AM** at **CGSO Bldg., City Civic Center, Alasas, City of San Fernando, Pampanga.**

Canvassed by:

Approved by:

Jannelle D.A. Tungcab

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)	Bond Paper (Multipurpose, 80gsm subs, Legal/ 8.5x13)			
2	30	ream(s)	Bond Paper (Multipurpose, 80gsm subs, A4)			
3	20	ream(s)	Bond Paper (Multipurpose, 80gsm subs, Letter/Short)			
4	40	btl(s)	Epson Ink Refill 003 (Black)			
5	40	btl(s)	Epson Ink Refill 003 (Cyann)			
6	40	btl(s)	Epson Ink Refill 003 (Magenta)			
7	40	btl(s)	Epson Ink Refill 003 (Yellow)			
8	40	pack(s)	Board Paper A4			
9	40	pack(s)	Board Paper Legal			
10	100	pc(s)	Ballpen (Black)			



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 Supplies/Materials to be used for the Kayabe Ka-SPES 2024 (Tulay Kaagapay Hanapbuhay para sa Kabataan) of the City Public and Employment Services Office in the City of San Fernando, Pampanga**

Location of the Project : **City Administrator's Office - City Employment Services Division**

Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
11	10	pc(s)	Calculator 12 digits			
12	10	pc(s)	Data File Box 5'x9 x 15-3/4			
13	10	pc(s)	Cork Board 2ft			
14	1	pc(s)	Paper Cutter w/board 8 ½ x 11			
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 SUPPLIES/MATERIALS TO BE USED DURING THE KAYABE KA-SPES 2024 (TULAY KAAGAPAY HANAPBUHAY PARA SA KABATAAN) OF THE CITY PUBLIC AND EMPLOYMENT SERVICES 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.

In the City Government of San Fernando, Pampanga, the City Employment Service Division (CESD) also known as Public Employment Service Office (PESO) is one of the divisions under the City Administrator's Office. The creation of the City Employment Service Division (CESD) under the City Ordinance 2009-016 is a non-fee charging multi-dimensional employment service facility or entity established in all Local Government Units (LGUs) in coordination with the Department of Labor and Employment (DOLE) pursuant to R.A. No. 8759 or the PESO Act of 1999 as amended by R.A. No. 10691. The CESD/PESO will conduct the Kayabe Ka-SPES (Special Program for Employment of Students) Tulay Kaagapay Hanapbuhay para sa Kabataan.

II.BUDGETARY REQUIREMENT

The budgetary requirement for the Supply and Delivery of supplies/materials to be used during the Kayabe Ka-SPES 2024 (Tulay Kaagapay Hanapbuhay para sa Kabataan) of the City Public and Employment Services Office in the City of San Fernando, Pampanga, is included in the PPMP with the Ref. No. 2024-1318 and already included in the Annual Investment Plan (AIP) of the City Government, which is in the amount of **ONE HUNDRED TWENTY THREE THOUSAND ONE HUNDRED SIXTY ONE AND EIGHT TENTHS PESOS (P 123,161.80)**.

III. OBJECTIVES

The objectives of the Supply and Delivery of supplies/materials to be used during the Kayabe Ka-SPES 2024 (Tulay Kaagapay Hanapbuhay para sa Kabataan) of the City Public and Employment Services Office in the City of San Fernando, Pampanga are as follows:

1. To ensure that meals are served during the activity considering that it is a policy of the City Government that provision of meals is allowed if the duration of the meeting is more than four (4) hours; and
2. To ensure the continuous efficiency and active participation of the employer's, guest and working group.

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	reams	Bond Paper (Multipurpose, 80gsm subs, Legal/ 8.5x13)	1 September 2024	City College, City of San Fernando, Pampanga
30	reams	Bond Paper (Multipurpose, 80gsm subs, A4)		
20	reams	Bond Paper (Multipurpose, 80gsm subs, Letter/Short)		
40	btls	Epson Ink Refill 003 (Black)		
40	btls	Epson Ink Refill 003 (Cyann)		
40	btls	Epson Ink Refill 003 (Magenta)		
40	btls	Epson Ink Refill 003 (Yellow)		
40	pack	Board Paper A4		
40	pack	Board Paper Legal		
100	piece	Ballpen (Black)		
10	piece	Calculator 12 digits		

10	piece	Data File Box 5'x9 x 15-3/4		
10	piece	Cork Board 2ft		
1	piece	Paper Cutter w/board 8 ½ x 11		

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 Sept 2024 and the contract shall end by the end of September 2024. By the end of the contract, the end- user can no longer prepare DOC will be issued for the purpose.
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 meals and to immediately notify the supplier/ contractor in case of any concerns before the acceptance.
- d. Inspection and Acceptance
1. The End- user shall accept the delivery with the (1) delivery receipts, and submit immediately to the Inspector or CGSO- PSMD together with the (2) attendance sheet/s as part of the utilization where the quantity of the delivery is the same as the number of attendees and photo documentation of the delivery.

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

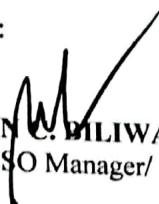
The deliverables of the supplier/ contractor shall be as follows:

- a. Provide the materials needed/ 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:


MARY ANN C. BILIWANG
Acting CPESO Manager/ End- user

Approved by:


Engr. NELSON G. LINGAT
City Administrator

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.