



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 Digital Voice Recorder to be used at the Offices of the Sangguniang Panglungsod and the City Vice Mayor in the City of San Fernando, Pampanga**

Location of the Project : **Office of the Sangguniang Panlungsod**

Company Name
Date : **Aug 19, 2024**
PR No. : **2024-08-01539**

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:

Lorraine Kate M. Escoto

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	17	unit(s)	Digital Voice Recorder -ICD-UX570F Series -102.8mmx36.6mmx12.2mm in size -OLED Display -Record in MP3/LPCM with a high sensitivity S-Microphone -Up to 4GB of built-in storage, expandable via microSD (SDHC/SDXC) cards -Auto Voice Recording reduces background noise -Direct USB built-in for east connection PC -Built-in lithium battery with a 3-minute quick charge for 1 hour of recording			
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 DIGITAL VOICE RECORDER TO BE USED AT THE OFFICES OF THE SANGGUNIANG PANGLUNGSOD AND THE CITY VICE MAYOR IN THE CITY OF SAN FERNANDO, PAMPANGA

I. BACKGROUND

Pursuant to the Republic Act No. 7160 otherwise known as Local Government Code of 1991, particularly Chapter 3, Section 48 of the Code states that the *Local Legislative power shall be exercised by the Sangguniang Panlalawigan for the province; the Sangguniang Panlungsod for the city; the Sangguniang Bayan for the municipality; and the Sangguniang Barangay for the Barangay.*

Further, Section 458 (a) of the Code provides that *the Sangguniang Panlungsod, as the legislative body of the city, shall enact ordinances, approve resolutions and appropriate funds for the general welfare of the city and its inhabitants pursuant to section 16 of the Code and in the proper exercise of the corporate power of the city as provided for under section 22 of the Code.*

In consideration of the foregoing premises, the SP conduct various meetings such as regular/special sessions, committee and public hearings and the likes which are instrumental in translating public sentiments and provide mechanisms for information and consultations to attain a dynamic legislature. And to ensure the proper documentation of the latter, recording of the proceedings is deemed necessary. Thus, the office of the Sangguniang Panlungsod proposes the purchase of digital voice recorder to be used at the offices of the Sangguniang Panlungsod and the City Vice Mayor.

II. BUDGETARY REQUIREMENT

The budgetary requirement for the supply and delivery of digital voice recorder to be used at the offices of the Sangguniang Panlungsod and the City Vice Mayor in the City of San Fernando, Pampanga is included in PPMP with Ref. No. 202 – 2831 and already included in the Annual Procurement Plan (APP) of the City Government amounting to **ONE HUNDRED FIFTY-THREE THOUSAND PESOS (PhP153,000.00).**

III. OBJECTIVES

The objective supply and delivery of digital voice recorder to be used at the offices of the Sangguniang Panlungsod and the City Vice Mayor in the City of San Fernando, Pampanga are as follows:

1. To ensure the proper collection of data and/or recordings of the regular/special session, committee hearings and public hearings of the SP.
2. To ensure the availability of the documents, files and recording requested by Sangguniang Panlungsod members/offices in support to the various meetings.

IV. SCOPE

The Office of the Sangguniang Panlungsod, shall engage the services of a supplier which provides digital voice recorder to be used at the office of the Sangguniang Panlungsod and the City Vice Mayor.

V. TERM AND CONDITIONS

During the procurement process and delivery/ implementation of the project, the end- user and the supplies/contractor shall;

- a. **Specifications/ Schedule of Requirements**

QTY	UNIT	ITEM DESCRIPTION SPECIFICATION	DELIVERY DATE	LOCATION
17	units	Digital Voice Recorder	2024	CGSO-Central storage

b. Procurement Process

1. If the procurement process reaches the ensuing year, observe that the allowed delivery is only up to what is stipulated in the contract.
2. 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.

For the End- user;

1. Ensure the completion of the documents in order to proceed with the procurement process.
2. Present clearly this TOR during the Pre-Bid Conference for the information of the prospective bidders/s (for Competitive/ Public Bidding) and present by the Buyer with the assistance of the End- user (for Alternative Methods of Procurement).

For the Supplier/ provider;

1. Ensure the completeness of the documents being required by the Bids and Awards Committee (BAC) on-time based on the procurement schedule including this TOR duly signed by the end- user and conformed by the supplier/contractor.
2. Ensure to supply the requirement upon issuance of DOC.

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 for the year 2024;
3. During the delivery, strictly follow the provisions enumerated in the Term 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.

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DELIVERABLES BY THE SUPPLIER/ CONTRACTOR AND THE CITY GOVERNMENT

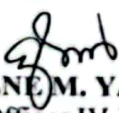
1. **The deliverables of the supplier/ contractor shall be as follows:**
 - a. Provide the quantity and quality of digital voice recorder being required by end-user/program;
 - b. Strictly follow the specifications and timely provision of requirements based on the delivery schedule;
 - c. Strictly deliver the required/requested items immediately upon the approval of Purchase Order (PO);

2. **The deliverables of the City Government shall be as follows:**
 - a. On-time payment of the supplier/contractor i.e., 15 days after the month.
 - b. The end-user shall assist in the monitoring of the delivery and on-time payment of the supplier.
 - c. Provide necessary and readily available documents such as during the conduct of post-audit.
 - d. Evaluate the performance of the supplier/contractor and in case there is a violation on the Contract/Agreement, prepare a Verified Report.

Prepared by:


AIREEN L. BALINGIT
Local Legislative Staff Employee

Approved by:


MARLENE M. YALUNG
Admin Officer IV-End-User

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.