



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 Materials/Supplies to be used for the 10th Commencement Exercises (Recognition of the Institution and Students' Achievements) for 2024 at the City College of San Fernando, Pampanga**

Location of the Project : **City College of San Fernando, Pampanga**

Company Name

Address

Date : **Aug 19, 2024**

PR No. : **2024-08-01540**

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:

Rachelle M. Pangilinan

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	5	box(s)	Hologram Seal for Diploma			
2	1	pc(s)	College Dry Seal			
3	2	pc(s)	School/Office Stamp			
4	600	pc(s)	Ribbons for Graduates, Faculty & Parents			
5	15	pack(s)	Mass Candle			
6	4	pc(s)	Vigil candles with glass			
7	3	pack(s)	Host (mass bread)			
8	1	btl(s)	Mass Wine			
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 MATERIALS/SUPPLIES TO BE USED FOR THE 10TH COMMENCEMENT EXERCISES (RECOGNITION OF THE INSTITUTION AND STUDENTS' ACHIEVEMENTS) AT THE CITY COLLEGE 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.

Graduation is the successful completion of a program study of an academic exercise in which diplomas are conferred, a line that marks a measurement. It is what every student dreams of having education as the key to unlocking the world, a passport to freedom, and what every parent wishes for their children. It is but fitting to celebrate and give thanks for the blessings and bountiful graces received during their studies, and seek further enlightenment before they venture into their respective careers.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the SUPPLY AND DELIVERY OF MATERIALS/SUPPLIES TO BE USED FOR THE 10TH COMMENCEMENT EXERCISES (RECOGNITION OF THE INSTITUTION AND STUDENTS' ACHIEVEMENTS) AT THE CITY COLLEGE OF SAN FERNANDO PAMPANGA is included in the PPMP with Ref No. 2024-2794 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of SIXTY TWO THOUSAND ONE HUNDRED PESOS (PHP 62,100.00).

III. OBJECTIVES

The objectives of the SUPPLY AND DELIVERY OF MATERIALS/SUPPLIES TO BE USED FOR THE 10TH COMMENCEMENT EXERCISES (RECOGNITION OF THE INSTITUTION AND STUDENTS' ACHIEVEMENTS) AT THE CITY COLLEGE OF SAN FERNANDO PAMPANGA for the year 2024 at the City General Services Office in the City of San Fernando, Pampanga are as follows:

1. To celebrate and express gratitude to the LGU-CSFP, School Administrators, Faculty Members and Staff.
2. To challenge the graduates to "spread their wings" and reach out to others while practicing their careers.
3. To create a significant impact in City's socio-economic development.

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
5	Box(s)	Hologram Notarial Seal for Diploma size 24	August 26, 2024	City College of San Fernando Pampanga, Heroes Hall Compound, Brgy. Sto. Nino, CSFP
1	Pc	College Dry Seal Machine Engraved City College official logo 2 inches diameter (standard size)		
2	Pcs	School/office stamps Personalize Trodat self inking stamp Size 70x25mm		
600	Pcs	Ribbons: 160 Red - STUDENTS 310 Blue - PARENTS 100 Yellow - FACULTY 30 Yellow - ADMIN		
1	pc	Mass Wine (Mompo brand)		
4	pc	Vigil Candles with glass		
15	packs	Mass Candles		
3	packs	Host (Mass Bread)		

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/ 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.
2. The Delivery Period shall be August 2024. *pd*
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 one (1) delivery receipt, and submit immediately to the Inspector or CGSO- PSMD together with two (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 quantity of ~~materials~~ being required by the project/ program;
- b. Provide the quality as requested by the end user; and
- c. 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:


IRENE P. PINEDA
Registrar III


ATTY. GLORIA J. VICTORIA-BAÑAS, CPA, DPA, CESO V
College Administrator/President

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.