



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 IT Equipment to be used at the City Assessor's Office in the City of San Fernando, Pampanga**

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

| | |
|--------------|-------------------------------|
| Company Name | Date : Oct 9, 2024 |
| Address | PR No. : 2024-10-01908 |

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Wednesday, October 16, 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 | 2 | unit(s) | All-in-One Printer Printer Type: Print, Scan, Copy, Fax with ADF Printing Technology: Print Method: PrecisionCore Printhead Printer Language: ESC/P-R, ESC/P Raster Nozzle Configuration: 400 x 1 nozzles Black, 128 x 1 per Colour (Cyan, Magenta, Yellow) Maximum Resolution: 4800 x 1200 dpi (with Variable-Sized Droplet Technology) Automatic 2-sided Printing: Yes (Up to A4) Print Speed: Photo Default - 10 x 15 cm / 4 x 6 " *1: Approx. 69 sec per photo*2 / 92 sec per photo*2 Draft, A4 (Black / Colour): Up to 33.0 ppm / 20.0 ppm*2 ISO 24734, A4 Simplex (Black / Colour): Simplex: Up to 15.5 ipm / 8.5 ipm*2 ISO 24734, A4 Duplex (Black / Colour): Duplex: Up to 6.5 ipm / 4.5 ipm*2 First Page Out Time from Ready Mode (Black / Colour): Approx. 9 sec / 15 sec*2 Copy Function: Maximum Copy Size: Legal Copy Resolution: 600 x 600 dpi Max Copies: 99 copies ISO 29183, A4 Simplex Flatbed (Black / Colour): Up to 11.0 ipm / 5.5 ipm ISO 24735, A4 Simplex ADF (Black / Colour): Up to 60 sec / 82 sec | | | |



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 IT Equipment to be used at the City Assessor's Office in the City of San Fernando, Pampanga**
Location of the Project : **City Assessor's Office**

| Item No. | Qty | Unit | Item Description | Remarks | Unit Price | Total |
|-----------------|------------|-------------|---|----------------|-------------------|--------------|
| | | | <p>Scanning: Scanner Type: Flatbed colour image scanner Sensor Type: CIS Optical Resolution: 1200 x 2400 dpi Maximum Scan Area: 216 x 297 mm (8.5 x 11.7 ") Scanner Bit Depth (Colour): 48-bit input, 24-bit output Scanner Bit Depth (Grayscale): 16-bit input, 8-bit output Scanner Bit Depth (Black & White): 16-bit input, 1-bit output</p> <p>Scan Speed: Flatbed (Black / Colour): 200dpi: 12 sec / 27 sec ADF Monochrome (Simplex): 200dpi: 5.0 ipm ADF Colour (Simplex): 200dpi: 5.0 ipm</p> <p>Fax Function: Type Of Fax: Walk-up Black-and-white and Colour Fax Capability Receive Memory / Page Memory: 1.1 MB, Page memory up to 100 pages Error Correction Mode: ITU-T T.30 Fax Speed (Data Transfer Rate): Up to 33.6 kbps, Approx. 3 sec/page Fax Resolution: Up to 200 x 200 dpi Transmission Paper Size (Flatbed): Letter, A4 Transmission Paper Size (ADF): Letter, A4, 8.5 x 13", Legal Receiving Paper Size: Letter, A4, Legal Speed Dial / Group Dial: Up to 60 numbers, 30 groups Fax Features: PC Fax (Transmission / Receive), Automatic Redial, Address book, Broadcast Fax (Mono Only), Transmit Reservation, Polling Reception</p> <p>Paper Handling: Number of Paper Trays: 1 Standard Paper Input Capacity: Up to 250 sheets of Plain Paper (80 g/m2), Up to 20 sheets of Premium Glossy Photo Paper Output Capacity: Up to 30 sheets of Plain Paper (80 g/m2), Up to 20 sheets of Premium Glossy Photo Paper Maximum Paper Size: 215.9 x 1200 mm (8.5 x 47.24 ") Paper Size: Legal (8.5 x 14"), 8.5 x 13", Letter, A4, B5, A5, A6, Hagaki (100 x 148 mm), 16K (195 x 270 mm), Indian- Legal (215 x 345 mm), B6, 5 x 7", 4 x 6", Envelopes</p> | | | |



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 IT Equipment to be used at the City Assessor's Office in the City of San Fernando, Pampanga**
 Location of the Project : **City Assessor's Office**

| Item No. | Qty | Unit | Item Description | Remarks | Unit Price | Total |
|----------|-----|------|---|---------|------------|-------|
| | | | <p>#10, DL, C6 Print Margin: 0mm top, left, right, bottom via custom settings in printer driver*3</p> <p>Mobile and Cloud Solutions: Epson Connect Features: Epson iPrint, Email Print, Remote Print Driver, Scan to Cloud Other Mobile Solutions: Apple AirPrint, Mopria Print Service, Epson Smart Panel</p> <p>Supported OS and Applications: Operating System Compatibility: Windows XP SP3 / XP Professional x64 SP2 / Vista / 7 / 8 / 8.1 / 10 Windows Server 2003 /2008 / 2012 / 2016 / 2019 Only printing and scanning functions are supported for Windows Server OS Mac OS X 10.6.8 or later Noise Level: PC Printing/ Premium Glossy Photo Paper Best Photo: Sound Power (Black / Colour) 5 / 5 B(A) Sound Pressure (Black / Colour) 37 / 38 dB(A) PC Printing / Plain Paper Default*4: Sound Power (Black / Colour) 6.9 / 6.4 B(A) Sound Pressure (Black /Colour) 56 / 52 dB(A) Dimensions and Weight: Dimensions (W x D x H): 375 x 347 x 231 mm Weight: 6.7 kg Consumables: Black Ink Bottle: Page Yield*5: 7,500 Pages Order Code: 001 (C13T03Y100)) Cyan Ink Bottle: Page Yield*5: 6,000 Pages (Composite Yield) Order Code: 001 (C13T03Y200) Magenta Ink Bottle: Page Yield*5: 6,000 Pages (Composite Yield) Order Code: 001 (C13T03Y300) Yellow Ink Bottle: Page Yield*5: 6,000 Pages (Composite Yield) Order Code: 001 (C13T03Y400) Maintenance Box: C13T04D100 Electrical Specifications: Rated Voltage: AC 220-240 V Rated Frequency: 50 - 60 Hz Operating: 12.0 W Sleep: 0.9 W Power Off: 0.2 W Standby: 5.4 W Interface: USB:</p> | | | |



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 IT Equipment to be used at the City Assessor's Office in the City of San Fernando, Pampanga**
 Location of the Project : **City Assessor's Office**

| Item No. | Qty | Unit | Item Description | Remarks | Unit Price | Total |
|----------------------|-----|---------|---|---------|------------|-------|
| | | | USB 2.0 Network: Ethernet, Wi-Fi IEEE 802.11b/g/n, Wi-Fi Direct Network Protocol: TCP/IPv4, TCP/IPv6 Network Management Protocols: SNMP, HTTP, DHCP, BOOTP, APIPA, PING, DDNS, mDNS, SLP, WSD, LLTD Printer Software: Software Support: Epson ScanSmart Control Panel: LCD Screen: 2.4 " Colour Touch LCD Screen With extra set of ink (B, M, Y, BL) | | | |
| 2 | 3 | unit(s) | Laser Printer •Functions Print •Print Speed - Black (normal) UP to 40 ppm (default); Up to 42 ppm (HP High Speed) •First page out (ready) black As fast as 6.1 sec • Resolution (black) Fine Lines (1200 x 1200 dpi) • Resolution technology HP FastRes1200, HP ProRes1200, Economode • Monthly duty cycle - Up to 80,000 pages • Recommended monthly page volume - 750 to 4000 • Print Technology - Laser • Display 2-line backlit LCD graphic display • Processor speed -1200 MHz • Number of print cartridges - 1 (black) Replacement cartridges • 76A Black LaserJet Toner Cartridge (3,000 pages) Paper trays, standard - 2 • Paper trays, maximum - 3 • Connectivity, standard - 1 Hi-Speed USB 2.0; 1 host USB at rear side Gigabit Ethernet 10/100/1000BASE-T network 802.3az(EEE) • Memory, standard 256 MB • Memory, maximum 256 MB • Paper handling input, standard 100-sheet multipurpose Tray 1, 250-sheet input Tray 2 • Paper handling output, standard - 150-sheet output bin • Media sizes supported - Tray 1, Tray 2: Letter, legal, executive, Oficio (8.5 x 13 in), 4 x 6 in, 5 x 8 in, envelopes (No 10, Monarch); Optional Tray 3: Letter, legal, executive, Oficio (8.5 x 13 in), 4 x 6 in, 5 x8 in • Dimensions - (WX D X H) 15 x 14.06 x 8.5 in • Dimensions Maximum - (WX D X H) 15 x 25 x 9.5 in • Weight 18.12 lb • Package weight 22.4 lb With DATA and POWER CABLE | | | |
| Total Amount: | | | | | | |

After having carefully read and accepted your General Conditions, I quote you on the item at prices noted above.



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 IT Equipment to be used at the City Assessor's Office in the
City of San Fernando, Pampanga**

Location of the Project :

City Assessor's Office

Printed Name/ Signature

Tel No./ Cellphone No.

Date

TERMS OF REFERENCE

SUPPLY AND DELIVERY OF IT EQUIPMENT 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.

The main role of the City Assessor's Office is to rectify the boundaries of the two barangays that have disputes as per approved ordinance of the Sangguniang Panlungsod concerned. No delineation of tax maps and correct of locations on tax declarations unless otherwise it was legally resolved by the local Sangguniang Panlungsod as per provided for in the Local Government Code of 1991.

The City Assessor's Office personnel is responsible on preparation and issuance of various certifications to be distributed to all real property owners within the jurisdiction of the City of San Fernando, Pampanga, hence, Supply and Delivery of IT Equipment to be used at the City Assessor's Office for 2024 in the City of San Fernando, Pampanga is being proposed.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply and Delivery of IT Equipment to be used at the City Assessor's Office for 2024 in the City of San Fernando, Pampanga is included in the PPMP with Ref. No. 2024-3093 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of ONE HUNDRED FORTY THOUSAND PESOS (P140,000.00).

III. OBJECTIVES

The objectives of the Supply and Delivery of IT Equipment to be used at the City Assessor's Office for 2024 in the City of San Fernando, Pampanga are as follows:

1. To ensure prompt reproduction of Various Certifications and other Documents; and.
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 |
|------|---------|---|--------------------------------|----------------------|
| 2 | Unit(s) | <p>All-in-One Printer</p> <p>Printer Type: Print, Scan, Copy, Fax with ADF</p> <p>Printing Technology: Print Method: PrecisionCore Printhead Printer Language: ESC/P-R, ESC/P Raster Nozzle Configuration: 400 x 1 nozzles Black, 128 x 1 per Colour (Cyan, Magenta, Yellow)</p> <p>Maximum Resolution: 4800 x 1200 dpi (with Variable-Sized Droplet Technology)</p> <p>Automatic 2-sided Printing: Yes (Up to A4)</p> <p>Print Speed: Photo Default - 10 x 15 cm / 4 x 6 " *1: Approx. 69 sec per photo*2 / 92 sec per photo*2 Draft, A4 (Black / Colour): Up to 33.0 ppm / 20.0 ppm*2 ISO 24734, A4 Simplex (Black / Colour): Simplex: Up to 15.5 ipm / 8.5 ipm*2 ISO 24734, A4 Duplex (Black / Colour): Duplex: Up to 6.5 ipm / 4.5 ipm*2 First Page Out Time from Ready Mode (Black / Colour): Approx. 9 sec / 15 sec*2</p> | October - December, 2024 | CGSO Central Storage |

| | | | | |
|--|--|--|--|--|
| | | <p>Copy Function: Maximum Copy Size: Legal Copy Resolution: 600 x 600 dpi Max Copies: 99 copies ISO 29183, A4 Simplex Flatbed (Black / Colour): Up to 11.0 ipm / 5.5 ipm ISO 24735, A4 Simplex ADF (Black / Colour): Up to 60 sec / 82 sec</p> <p>Scanning: Scanner Type: Flatbed colour image scanner Sensor Type: CIS Optical Resolution: 1200 x 2400 dpi Maximum Scan Area: 216 x 297 mm (8.5 x 11.7 ") Scanner Bit Depth (Colour): 48-bit input, 24-bit output Scanner Bit Depth (Grayscale): 16-bit input, 8-bit output Scanner Bit Depth (Black & White): 16-bit input, 1-bit output</p> <p>Scan Speed: Flatbed (Black / Colour): 200dpi: 12 sec / 27 sec ADF Monochrome (Simplex): 200dpi: 5.0 ipm ADF Colour (Simplex): 200dpi: 5.0 ipm</p> <p>Fax Function: Type Of Fax: Walk-up Black-and- white and Colour Fax Capability Receive Memory / Page Memory: 1.1 MB, Page memory up to 100 pages Error Correction Mode: ITU-T T.30</p> | | |
|--|--|--|--|--|

| | | | | |
|--|--|--|--|--|
| | | <p>Fax Speed (Data Transfer Rate): Up to 33.6 kbps, Approx. 3 sec/page</p> <p>Fax Resolution: Up to 200 x 200 dpi</p> <p>Transmission Paper Size (Flatbed): Letter, A4</p> <p>Transmission Paper Size (ADF): Letter, A4, 8.5 x 13", Legal</p> <p>Receiving Paper Size: Letter, A4, Legal</p> <p>Speed Dial / Group Dial: Up to 60 numbers, 30 groups</p> <p>Fax Features: PC Fax (Transmission / Receive), Automatic Redial, Address book, Broadcast Fax (Mono Only), Transmit Reservation, Polling Reception</p> <p>Paper Handling: Number of Paper Trays: 1</p> <p>Standard Paper Input Capacity: Up to 250 sheets of Plain Paper (80 g/m²), Up to 20 sheets of Premium Glossy Photo Paper</p> <p>Output Capacity: Up to 30 sheets of Plain Paper (80 g/m²), Up to 20 sheets of Premium Glossy Photo Paper</p> <p>Maximum Paper Size: 215.9 x 1200 mm (8.5 x 47.24 ")</p> <p>Paper Size: Legal (8.5 x 14"), 8.5 x 13", Letter, A4, B5, A5, A6, Hagaki (100 x 148 mm), 16K (195 x 270 mm), Indian-Legal (215 x 345 mm), B6, 5 x 7", 4 x 6", Envelopes #10, DL, C6</p> <p>Print Margin: 0mm top, left, right, bottom via custom settings in printer driver*3</p> | | |
|--|--|--|--|--|

| | | | | |
|--|--|--|--|--|
| | | <p>Mobile and Cloud Solutions: Epson Connect Features: Epson iPrint, Email Print, Remote Print Driver, Scan to Cloud</p> <p>Other Mobile Solutions: Apple AirPrint, Mopria Print Service, Epson Smart Panel</p> <p>Supported OS and Applications: Operating System Compatibility: Windows XP SP3 / XP Professional x64 SP2 / Vista / 7 / 8 / 8.1 / 10 Windows Server 2003 / 2008 / 2012 / 2016 / 2019</p> <p>Only printing and scanning functions are supported for Windows Server OS Mac OS X 10.6.8 or later</p> <p>Noise Level: PC Printing/ Premium Glossy Photo Paper Best Photo: Sound Power (Black / Colour) 5 / 5 B(A) Sound Pressure (Black / Colour) 37 / 38 dB(A) PC Printing / Plain Paper Default*4: Sound Power (Black / Colour) 6.9 / 6.4 B(A) Sound Pressure (Black / Colour) 56 / 52 dB(A)</p> <p>Dimensions and Weight: Dimensions (W x D x H): 375 x 347 x 231 mm Weight: 6.7 kg</p> <p>Consumables: Black Ink Bottle: Page Yield*5: 7,500 Pages Order Code: 001 (C13T03Y100) Cyan Ink Bottle: Page Yield*5: 6,000 Pages (Composite Yield) Order Code: 001 (C13T03Y200)</p> | | |
|--|--|--|--|--|

| | | | | |
|---|---------|---|--------------------------------|----------------------|
| | | <p>Magenta Ink Bottle: Page Yield*5: 6,000 Pages (Composite Yield) Order Code: 001 (C13T03Y300)</p> <p>Yellow Ink Bottle: Page Yield*5: 6,000 Pages (Composite Yield) Order Code: 001 (C13T03Y400)</p> <p>Maintenance Box: C13T04D100 Electrical Specifications: Rated Voltage: AC 220-240 V Rated Frequency: 50 - 60 Hz Operating: 12.0 W Sleep: 0.9 W Power Off: 0.2 W Standby: 5.4 W Interface: USB: USB 2.0 Network: Ethernet, Wi-Fi IEEE 802.11b/g/n, Wi-Fi Direct Network Protocol: TCP/IPv4, TCP/IPv6 Network Management Protocols: SNMP, HTTP, DHCP, BOOTP, APIPA, PING, DDNS, mDNS, SLP, WSD, LLTD Printer Software: Software Support: Epson ScanSmart Control Panel: LCD Screen: 2.4 " Colour Touch LCD Screen With <i>extra set of ink (B, M, Y, BL)</i> Laser Printer</p> | | |
| 3 | Unit(s) | <p>•Print Speed - Black (normal) UP to 40 ppm (default); Up to 42 ppm (HP High Speed) •First page out (ready) black</p> | October - December, 2024 | CGSO Central Storage |

| | | | |
|--|---|--|--|
| | <ul style="list-style-type: none"> • Resolution technology HP FastRes1200, HP ProRes1200, Economode • Monthly duty cycle - Up to 80,000 pages <ul style="list-style-type: none"> • Recommended monthly page volume - 750 to 4000 • Print Technology - Laser • Display 2-line backlit LCD graphic display • Processor speed -1200 MHz <ul style="list-style-type: none"> • Number of print cartridges - 1 (black) Replacement cartridges <ul style="list-style-type: none"> • 76A Black LaserJet Toner Cartridge (3,000 pages) Paper trays, standard - 2 • Paper trays, maximum - 3 • Connectivity, standard - 1 Hi-Speed USB 2.0; 1 host USB at rear side Gigabit Ethernet 10/100/1000BASE-T network 802.3az(EEE) • Memory, standard 256 MB <ul style="list-style-type: none"> • Memory, maximum 256 MB • Paper handling input, standard 100-sheet multipurpose Tray 1, 250-sheet input Tray 2 • Paper handling output, standard - 150-sheet output bin • Media sizes supported - Tray 1, Tray 2: Letter, legal, executive, Oficio (8.5 x 13 in), 4 x 6 in, 5 x 8 in, envelopes (No 10, Monarch); Optional Tray 3: Letter, legal, executive, Oficio (8.5 x 13 in), 4 x 6 in, 5 x8 in • Dimensions - (W X D X H) 15 x 14.06 x 8.5 in • Dimensions Maximum - (W X D X H) 15 x 25 x 9.5 in <ul style="list-style-type: none"> • Weight 18.12 lb • Package weight 22.4 lb | | |
|--|---|--|--|

| | | | | |
|--|--|--|--|--|
| | | <ul style="list-style-type: none"> • Dimensions Maximum - (W X D X H) 15 x 25 x 9.5 in • Weight 18.12 lb • Package weight 22.4 lb <p style="text-align: center;">With DATA and POWER CABLE</p> | | |
|--|--|--|--|--|

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 October 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.

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 October 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 IT Equipment 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.