



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 Bond Paper to be used by the participants in relation to Bahay Pagbabago Operation and Monitoring Program for drug surrendered for the year 2024 in the City of San Fernando, Pampanga**

Location of the Project : **Philippine National Police**

Company Name

Address

Date : **Oct 8, 2024**

PR No. : **2024-10-01889**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Tuesday, October 15, 2024 10:00 AM** at **CGSO Building, 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	100	ream(s)	Bond Paper A4 size, 80gsm			
2	44	ream(s)	Bond Paper Legal size, 80gsm			
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 BOND PAPER TO BE USED BY THE PARTICIPANTS IN RELATION TO BAHAY PAGBABAGO OPERATION AND MONITORING PROGRAM FOR DRUG SURRENDERED FOR THE YEAR 2024 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.

The use of illegal substances is a major problem in our nation right now. During former Rodrigo R. Duterte's aggressive War on Drugs campaign until the time of President Ferdinand Bongbong Marcos, a large number of drug users and pushers willingly turned themselves in in their local barangays, municipalities, or cities. Despite voluntarily turning themselves in, some drug reformists are not fully recovered, and quitting using illegal drugs is very challenging for several reasons, including the risk of relapse if they remain in their current environment and the lack of a facility in the City of San Fernando that can accommodate drug surrenderees. People are extremely susceptible, particularly if they are unaware of what makes them relapse. Continued use of illicit drugs could also lead to drug dependence, legal offenses, serious medical problems, and even death.

The Local Government Unit has an established BAHAY PAGBABAGO Reformation Center where the qualifying drug surrenderees of the city will reside for one month or longer in order to address the issue of illegal drug usage and assist anti-illegal drug activism. The clinic, which is fully staffed by volunteers, aims to aid drug users in overcoming their addictions as well as the community in curbing the use of illegal drugs. The city government allotted funds for drug rehabilitation and treatment in accordance with Section 51 of RA 9165, or Local Government Unit's Assistance, which states that "Local Government Units shall appropriate a substantial portion of their respective annual budget to enhance the enforcement of this Act, giving priority to preventive or educational programs and the rehabilitation or treatment of drug dependents. The city government allocated funds for the community drug abuse rehabilitation program to effectively implement the services. This is to strongly support the mandate from the national government on the war against drugs.

II.BUDGET REQUIREMENT

The Budgetary requirement for the Supply and Delivery Bond Paper to be used by the participants in relation to Bahay Pagbabago Operation and Monitoring Program for drug surrendered for the year 2024 in the City of San Fernando, Pampanga subject to Ordering Agreement is included in the PPMP with the Ref. No. **2024-2322** and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **FIFTY TWO THOUSAND FOUR HUNDRED TWENTY-FOUR PESOS (Php. 52,424.00)**

III. OBJECTIVES

The objectives for the Supply and Delivery of Bond Paper to be used by the participants in relation to Bahay Pagbabago Operation and Monitoring Program for drug surrendered for the year 2024 in the City of San Fernando, Pampanga are as follows:

1. The Rehabilitation Center will serve as a haven for people with substance use disorders that will help them to completely abstain from illegal drug use through the utilization of activities and services within the facility itself.
2. It is to have a suitable and convenient place when conducting and facilitating the activities for drug surrenderees.
3. To help drug surrenderees be socially responsible and law-abiding citizens.

4. To have a drug cleared for barangay.
5. The City of San Fernando will be a drug cleared city and one of the highest in ranked in implementing community-based drug programs for surrenderees.

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
44	ream(s)	Bond Paper Legal size, 80gsm	20 days upon Issuance of PO and NTP	City Central Storage, City of San Fernando, Pampanga
100	ream(s)	Bond Paper A4 size, 80gsm		

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 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 20 days upon issuance of Purchase Order and Notice to Proceed..
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 quantity of Bond Paper 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 :


PMSG RICHMER M SANTOS
Procurement Officer

Approved by:


PLTCOL ROY AUGUSTUS F CALULOT
Chief of Police

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.

