



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 : **Printing and Delivery of Printed Forms to be used at the Office of the Sangguniang Panlungsod for the year 2024 in the City of San Fernando, Pampanga**

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

Company Name _____ Date : **Oct 21, 2024**
PR No. : **2024-10-01983**
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, October 28, 2024 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga**.

Canvassed by:

Approved by:

Camille C. Mendiola


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	180	pad(s)	Customized Desk Pad -Full Colored -Size: 2.125" x 2.75" (1/4)			
2	200	pad(s)	Customized Desk Pad -Full Colored -Size: 4.25" x 5.5" (5/8)			
3	100	box(s)	Customized Calling Cards (SP Member) - 100pcs per box			
4	220	bundle(s)	Customized Calling Card Envelope (SP Member) - 100pcs per bundle			
5	110	bundle(s)	Customized Card Envelope (SP Member) - Size: 5.2" x 4.1" - 100pcs per bundle			
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

PRINTING AND DELIVERY OF PRINTED FORMS TO BE USED AT THE OFFICE OF THE SANGGUNIANG PANLUNGSOD FOR THE YEAR 2024 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.*

Accordingly, the Sangguniang adopted Resolution No. 2022-001, A Resolution Adopting the Internal Rules of Procedure of the 8th Sangguniang Panlungsod of the City of San Fernando, Pampanga for the Year 2022-2025 in compliance with all the relevant provisions set forth by the LGC in performing its mandate.

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. To help the Sangguniang Panlungsod members perform such functions and not to hold back the daily operations of their respective offices, various logistics are deemed necessary. Thus, the OSP proposes the printing and delivery of printed forms to be used at the Office of the Sangguniang Panlungsod for the year 2024 in the City of San Fernando, Pampanga.

II. BUDGETARY REQUIREMENT

The budgetary requirement for the printing and delivery of printed forms to be used at the Office of the Sangguniang Panlungsod for the year 2024 in the City of San Fernando, Pampanga, that is included in PPMP with Ref. No. 2024 – 698 and already in the Annual Procurement Plan (APP) of the City Government amounting to **FOUR HUNDRED NINETY-EIGHT THOUSAND FIVE HUNDRED PESOS (PhP498,500.00).**

III. OBJECTIVES

The objective of the printing and delivery of printed forms to be used at the Office of the Sangguniang Panlungsod for the year 2024 in the City of San Fernando, Pampanga is to ensure the provision of various logistics such as printed forms to the members of the Sangguniang Panlungsod for the continuous, effective and efficient performances of their functions as local legislators.

IV. SCOPE

The Office of the Sangguniang Panlungsod, shall engage the services of a supplier which provides printing and delivery of printed forms to be used at the Office of the Sangguniang Panlungsod for the year 2024 in the City of San Fernando, Pampanga.

V. TERM AND CONDITIONS

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

a. Specifications/ Schedule of Requirements

QTY	UNIT	ITEM DESCRIPTION SPECIFICATION	DELIVERY DATE	LOCATION
bundle(s)	110	Customized Card Envelope (SP Member) - Size: 5.2" x 4.1" - 100pcs per bundle	November – December 2024	CGSO-Central storage
bundle(s)	220	Customized Calling Card Envelope (SP Member) - 100pcs per bundle		
box(s)	100	Customized Calling Cards (SP Member) - 100pcs per box		
pad(s)	100	Customized Desk Pad -Full Colored -Size: 4.25" x 5.5" (5/8)		
pad(s)	180	Customized Desk Pad -Full Colored -Size: 2.125" x 2.75" (1/4)		

b. Procurement Process

1. If the procurement process reaches the ensuing year, observed 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 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 completion 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 from November – December 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;
6. For outside delivery, ensure the coordination with the inspector from the CGSO- Property and Supply Management (PSMD) for the inspection of the delivery in term of quality and to immediately notify the supplier/contractor in case of any concern before the acceptance.

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.

VI. 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 printed forms 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:



MARLENE M. YALUNG
Procurement/Supply/Property Officer

Approved by:



Hon. BENEDICT JASPER SIMON R. LAGMAN
City Vice Mayor

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.