



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 City Planning and Development Coordinator's Office for 2nd Semester of 2024 in the City of San Fernando, Pampanga**

Location of the Project : **City Planning & Development Coordinator's Office**

Company Name Date : **Oct 21, 2024**

Address PR No. : **2024-10-01986**

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:

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 | 40 | ream(s) | CPDCO Letterhead colored with CSFP and CPDCO logo 80gsm/substance 24 short 8.5 inches x 11 inches | | | |
| 2 | 40 | ream(s) | Locational Clearance Forms colored with CSFP and CPDCO logo 80gsm/substance 24 Long 8.5 inches x 13 inches | | | |
| 3 | 143 | pad(s) | CPDCO Deskpad/Notepad colored with CSFP and CPDCO logo 80gsm/substance 24 5.5 inches x 8.5 inches | | | |
| 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 CITY PLANNING AND DEVELOPMENT COORDINATOR'S OFFICE FOR 2ND SEMESTER OF 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.

As stated in the Local Government Code of 1991, The City Planning and Development Coordinator's Office is mandated to Formulate integrated economic, social, physical and other development plans and policies for consideration of the local government development council; Conduct continuing studies, researches, and training programs necessary to evolve plans and programs for implementation; Integrate and coordinate all sectoral plans and studies undertaken by the different functions groups or agencies; Monitor and evaluate the implementation of the different development programs, projects, and activities in the local government unit concerned in accordance with the approved plan; Prepare comprehensive plans and other development planning documents for the consideration of the local development council; Analyze the income and expenditure patterns, and formulate and recommend fiscal plans and policies for consideration of the finance committee of the local government unit concerned provided under Title Five, Book II of this code; Promote people participation in development planning within the local government unit concerned; and Exercise supervision and control over the secretariat of the local development council.

Considering the number of printed materials and the releasing applications for locational, zoning, and business permits it is necessary to use letterhead and forms to be used for the daily operation of the office.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the Printing and Delivery of Printed Forms to be used at the City Planning and Development Coordinator's Office for 2nd Semester of 2024 in the City of San Fernando, Pampanga is included in the PPMP with Ref. No. 2024-258 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **ONE HUNDRED NINETY NINE THOUSAND EIGHT HUNDRED EIGHTY FIVE PESOS (₱ 199,885.00)**.

III. OBJECTIVES

The objectives Printing and Delivery of Printed Forms to be used at the City Planning and Development Coordinator's Office for 2nd Semester of 2024 in the City of San Fernando, Pampanga are as follows:

- a. To ensure availability of supplies/materials needed for office operations.

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 |
|------|---------|--|---|---|
| 143 | Pad(s) | CPDCO Deskpads/Notepads colored with CSFP and CPDCO logo 80gsm/substance 24 5.5 inches x 8.5 inches | 30 days upon approval of Purchase Order and Notice to Proceed | Central Storage, New Public Market, Brgy. Del Pilar, CSFP |
| 40 | Ream(s) | Locational Clearance Forms colored with CSFP and CPDCO logo 80gsm/substance 24 Long 8.5 inches x 13 inches | | |

| | | | | |
|----|---------|---|--|--|
| 40 | Ream(s) | CPDCO Letterhead colored with CSFP and CPDCO logo 80gsm/substance 24 short 8.5 inches x 11 inches | | |
|----|---------|---|--|--|

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, as required by the Bids and Awards Committee (BAC) and in compliance with the procurement schedule. The documents to be submitted shall include 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, clearly present 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/materials 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.

b. Delivery/Implementation period

1. Strictly observe the “No Purchase Order (PO)/Contracts, No Delivery” Policy and comply with the delivery period.
2. The end-user, through the Procurement Officer, shall coordinate with the CGSO-Procurement Management Division (PMD) to advise the supplier regarding the exact Delivery Date/Time and location at least one week prior to the actual event.
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 supplies/materials and to immediately notify the supplier/contractor in case of any concerns before the acceptance.

c. 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:

1. Provide the quantity of printed forms being required by the project/ program; and
2. Strictly follow the specifications and timely provision of requirements based on the delivery schedule.

The deliverables of the City Government shall be as follows:

1. On-time payment of the supplier/contractor i.e., 15 days after delivery, regardless if the delivery is per month or Ordering Agreement.
2. End- user shall monitor the delivery of requirements.
3. The Procurement Officer shall assist in the monitoring, delivery, and on-time payment of the supplier.
4. Provide necessary and readily available documents such as during the conduct of post- audit.
5. 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:


PAOLO ISRAEL S. FRANCO, EnP
City Planning and Development Coordinator I

| |
|--------------------------------------|
| 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