



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 Newsletter to be used at the Office of the City Vice Mayor for the year 2024 in the City of San Fernando, Pampanga**

Location of the Project : **Office of the City Vice- Mayor**

Company Name

Address

Date : **Oct 21, 2024**

PR No. : **2024-10-01990**

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	1428	pc(s)	--A4 size, --10 pages --Colored			
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 NEWSLETTER TO BE USED AT THE CITY VICE MAYOR FOR THE YEAR 2024 IN THE CITY OF SAN FERNANDO PAMPANGA

I.BACKGROUND

Pursuant to the Republic Act No. 7160 otherwise known as the Local Government Code of 1991 Particularly Chapter 3 Section 48, *Local legislative power shall be exercised by the Sangguniang Panlalawigan for the province; the Sangguniang Panlungsod and office of the City Vice Mayor ; the Sangguniang bayan for the municipality; and the Sangguniang Barangay for the Barangay.*

Further, Section 458 (a) of the Code provides that *the Office of the , 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 powers of the city as provided for under section 22 of the Code, and shall: (1) Approve ordinances and pass resolutions necessary for an efficient and effective city government, among others.*

Accordingly, Section 59 (c) of the Code provides that *the gist of all ordinances with penal sanctions shall be published in a newspaper of general circulation within the province where the local legislative body concerned belongs. In the absence of any newspaper of general circulation within the province, posting of such ordinances shall be made in all municipalities and cities of the province where the Sanggunian and city vice mayor of origin is situated.*

II.BUDGET REQUIREMENT

The Budgetary requirement for the Printing of Newsletter of the office of the City Vice Mayor for November 2024 in the City of San Fernando, Pampanga is included in the PPMP with the Ref. No. 2024-743 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of FOUR HUNDRED NINETY NINE THOUSAND EIGHT HUNDRED PESOS (P 499,800.00).

III.OBJECTIVES

The objectives for the printing and Delivery of Newsletter of the office of the Vice Mayor for November 2024 in the City of San Fernando, Pampanga are as follows:

1. To meet the requirement of the law to publish approved ordinances relating but not limited to Borrowings, Penal Provisions, Ordinances general in character and for purposes of information, in order for it to take effect; and

To inform the public with the newly approved local laws of the city.

V. 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
1,428	Pcs	Newsletter --A4 Size --10 pages --Colored	November 2024	Central Storage


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 transaction 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.

- 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 the month.
- b. End- user shall monitor the transaction.
- c. The Procurement Officer shall assist in the monitoring 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:

JANET BAROZADO
Procurement officer

Approved by:

CARDENAS J. SANTIAGO
Executive Assistant II

Noted by:


HON. BENEDICT JASPER SIMON R. LAGMAN
City Vice Mayor

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.