



Republic of the Philippines  
Province of Pampanga

City of San Fernando

Office of the Bids and Awards Committee

**REQUEST FOR QUOTATION**

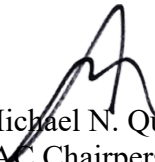
(FM-CSFP-CGSO-39; Revision No.03; 04/01/2022)



Project Title : **Printing and Delivery of Journals to be used at the City College of San Fernando, Pampanga**  
Location of the Project : **City College of San Fernando, Pampanga**

Company Name \_\_\_\_\_ Date : **Oct 29, 2024**  
PR No. : **2024-10-02063**  
Address \_\_\_\_\_

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Tuesday, November 5, 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	6	issue(s)	MIT Technology Review			
2	6	issue(s)	Discover			
3	12	issue(s)	FEAST (Formerly known as Kerygma) (2024)			
4	6	issue(s)	Health and Lifestyle			
5	6	issue(s)	Fortune			
6	8	issue(s)	Journal of Entrepreneur			
7	3	issue(s)	Journal of Contemporary Accounting and Economics			
8	4	issue(s)	Philippine Journal of Science			
9	4	issue(s)	English Teaching Forum			
10	6	issue(s)	Modern English Teacher			
11	2	issue(s)	Philippine Statistician (2021)			
12	6	issue(s)	Reader's Digest Asia			
13	3	issue(s)	Budhi: A Journal of Ideas and Culture (2022)			
<b>Total Amount:</b>						

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 JOURNALS TO BE USED AT THE CITY COLLEGE OF SAN FERNANDO PAMPANGA**

#### **I.BACKGROUND**

The Library plays a vital role in the research work and extent of learning of every individual. The promotion on love for knowledge necessary for mental growth and development is not only achieved through the continuous acquisition of books but is supported by subscribing to other rich sources of information like journals and other continuing resources or serials. Research has been made much easier by academic journals. Journals also offer a wide collection of scholarly articles that can be used for understanding the progress of knowledge in a research field and for developing ideas for further research.

Also, the library needs to meet the *CHED Memorandum Order (CMO) no. 22 series of 2021*, that the library should have a combination of print and electronic formats composed of local and foreign titles. The minimum number of periodical titles per library shall be at least 50 and copies shall be based on needs or total user population. For every major field of specialization, there shall be at least three (3) titles of professional journals, local and foreign publications, in a combination of print and electronic formats for each undergraduate program.

#### **II.BUDGETARY REQUIREMENT**

The budgetary requirement for the Printing and Delivery of Journals to be used at the City College of San Fernando, Pampanga is included in the PPMP with Ref. No. 2024-2836 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **EIGHTY-NINE THOUSAND ONE HUNDRED NINETY PESOS ONLY (Php 89,190.00)**.

#### **III.OBJECTIVES**

The objectives of the Printing and Delivery of Journals to be used at the City College of San Fernando, Pampanga is as follow:

1. Acquire the latest references and other information resources in various formats to address the information research as well as the recreational reading needs of the City College Library clientele;
2. Organize all library information resources according to acceptable/standardized bibliographic tools for ALCUCOA and CHED compliance and other accreditation related matters; and

#### **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
6	issue(s)	MIT Technology Review	30 days upon the approval of the NTP	CGSO – Central Storage, CSFP
6	issue(s)	Discover	30 days upon the approval of the NTP	CGSO – Central Storage, CSFP
12	issue(s)	FEAST (Formerly known as Kerygma) (2024)	30 days upon the approval of the NTP	CGSO – Central Storage, CSFP
6	issue(s)	Health and Lifestyle	30 days upon the approval of the NTP	CGSO – Central Storage, CSFP
6	issue(s)	Fortune	30 days upon the approval of the NTP	CGSO – Central Storage, CSFP
8	issue(s)	Journal of Entrepreneur	30 days upon the approval of the NTP	CGSO – Central Storage, CSFP
3	issue(s)	Journal of Contemporary Accounting and Economics	30 days upon the approval of the NTP	CGSO – Central Storage, CSFP
4	issue(s)	Philippine Journal of Science	30 days upon the approval of the NTP	CGSO – Central Storage, CSFP
4	issue(s)	English Teaching Forum	30 days upon the approval of the NTP	CGSO – Central Storage, CSFP
6	issue(s)	Modern English Teacher	30 days upon the approval of the NTP	CGSO – Central Storage, CSFP
2	issue(s)	Philippine Statistician (2021)	30 days upon the approval of the NTP	CGSO – Central Storage, CSFP
6	issue(s)	Reader's Digest Asia	30 days upon the approval of the NTP	CGSO – Central Storage, CSFP
3	issue(s)	Budhi: A Journal of Ideas and Culture (2022)	30 days upon the approval of the NTP	CGSO – Central Storage, CSFP

**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.

**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 30 days upon the approval of the NTP.
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 the printed journals with the stated specifications 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 the delivery.
- b. End- user shall monitor the delivery.
- c. The Procurement Officer shall assist in the monitoring and on- time payment of the supplier/ contractor.
- 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:

**MICAH BLESSIE CALICDAN**  
Librarian III

Approved by:

**ATTY. GLORIA J. VICTORIA – BAÑAS, DPA, CESO V**  
College Administrator/President

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.*