



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 : **Reproduction and Hard binding of Books to be used at the Office of the Sangguniang Panlungsod for year 2024 in the City of San Fernando, Pampanga**  
Location of the Project : **Office of the Sangguniang Panlungsod**

Company Name

Date : **Nov 13, 2024**

PR No. : **2024-10-02076**

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 19, 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	2	book(s)	Ordinance No. 001-022 January - June 2023			
2	2	book(s)	Ordinance No. 023-044 July - December 2023			
3	2	book(s)	Appropriation Ordinance No. 001-005 (2023)			
4	2	book(s)	Resolution No. 001-044 January 2023			
5	2	book(s)	Resolution No. 045-086 February 2023			
6	2	book(s)	Resolution No. 087-124 March - April 2023			
7	2	book(s)	Resolution No. 125-175 May - June 2023			
8	2	book(s)	Resolution No. 176-226 July - September 2023			
9	2	book(s)	Resolution No. 227-264 October - December 2023			
10	2	book(s)	Minutes of the 24th-27th Meeting January 2023			
11	2	book(s)	Minutes of the 28th-31st Regular Session February 2023			
12	2	book(s)	Minutes of the 32nd-38th Regular Session March - April 2023			
13	2	book(s)	Minutes of the 39th-43rd Regular Session May 2023			
14	2	book(s)	Minutes of the 44th-47th Regular Session June 2023			



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# REQUEST FOR QUOTATION

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

Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
15	2	book(s)	Minutes of the 48th-55th Regular Session July - August 2023			
16	2	book(s)	Minutes of the 56th-59th Regular Session September 2023			
17	2	book(s)	Minutes of the 60th-64th Regular Session October 2023			
18	2	book(s)	Minutes of the 65th-70th Regular Session November - December 2023			
19	2	book(s)	Minutes of the 7th-18th Special Session (2023)			
20	2	book(s)	Appropriation Ordinance No. 001-007 (2022)			
21	2	book(s)	Ordinance No. 001-015 July - November 2022			
22	2	book(s)	Resolution No. 001-044 July - August 2022			
23	2	book(s)	Resolution No. 045-094 September - October 2022			
24	2	book(s)	Resolution No. 095-126 November - December 2022			
25	2	book(s)	Minutes of the 1st - 4th Regular Session July 2022			
26	2	book(s)	Minutes of the 5th - 13th Regular Session August - September 2022			
27	2	book(s)	Minutes of the 14th - 17th Regular Session October 2022			
28	2	book(s)	Minutes of the 18th - 23rd Regular Session November - December 2022			
29	2	book(s)	Minutes of the 1st - 6th Special Session (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 REFERENCES

### REPRODUCTION AND HARD BINDING OF BOOKS TO BE USED AT THE OFFICE OF THE SANGGUNIANG PANLUNGSOD FOR 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 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.

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 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.

In consideration of the foregoing premises, as the repository of all records in the LGU, Sangguniang Panlungsod deemed it necessary to safekeep these approved legislations for future uses. Hence, the SP proposes the reproduction and hard binding of these books.

#### II. BUDGETARY REQUIRMENT

The budgetary requirement for the reproduction and hard binding of books to be used at the OSP for the year 2024 in the City of San Fernando, Pampanga is included in PPMP with Ref. No. 2024 – 694 and already included in the Annual Procurement Plan (APP) of the City Government amounting to **FOUR HUNDRED NINETY-EIGHT THOUSAND SIX HUNDRED EIGHTY PESOS (PHP498,680.00)**.

#### III. OBJECTIVES

The objective of the reproduction and hard binding of books to be used at the OSP for the year 2024 in the City of San Fernando, Pampanga is to ensure the provision and availability of legislative records in the OSP and in the city to cater the needs of various sectors of the society.

#### IV. SCOPE

The Office of the Sannguniang Panlungsod, shall engage the services of a supplier which provides the reproduction and hard binding of books to be used at the OSP for the year 2024 in the City of San Fernando, Pampanga.

#### IV. TERMS AND CONDITIONS

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

1. Produce and provide the following Specifications / Schedule of Requirements:

<b>Qty.</b>	<b>Unit</b>	<b>Item Description/ Specifications</b>	<b>Delivery Date</b>	<b>Location</b>
2	Book (s)	Ordinance No. 001-022 January - June 2023	20 days upon issuance of PO and NTP	CGSO-Central storage
2	Book (s)	Ordinance No. 023-044 July - December 2023	20 days upon issuance of PO and NTP	CGSO-Central storage
2	Book (s)	Appropriation Ordinance No. 001-005 (2023)	20 days upon issuance of PO and NTP	CGSO-Central storage
2	Book (s)	Resolution No. 001-044 January 2023	20 days upon issuance of PO and NTP	CGSO-Central storage
2	Book (s)	Resolution No. 045-086 February 2023	20 days upon issuance of PO and NTP	CGSO-Central storage
2	Book (s)	Resolution No. 087-124 March - April 2023	20 days upon issuance of PO and NTP	CGSO-Central storage
2	Book (s)	Resolution No. 125-175 May - June 2023	20 days upon issuance of PO and NTP	CGSO-Central storage
2	Book (s)	Resolution No. 176-226 July - September 2023	20 days upon issuance of PO and NTP	CGSO-Central storage
2	Book (s)	Resolution No. 227-264 October - December 2023	20 days upon issuance of PO and NTP	CGSO-Central storage
2	Book (s)	Minutes of the 24th-27th Meeting January 2023	20 days upon issuance of PO and NTP	CGSO-Central storage
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2	Book (s)	Minutes of the 32nd-38th Regular Session March - April 2023	20 days upon issuance of PO and NTP	CGSO-Central storage
2	Book (s)	Minutes of the 39th-43rd Regular Session May 2023	20 days upon issuance of PO and NTP	CGSO-Central storage
2	Book (s)	Minutes of the 44th-47th Regular Session June 2023	20 days upon issuance of PO and NTP	CGSO-Central storage
2	Book (s)	Minutes of the 48th-55th Regular Session July - August 2023	20 days upon issuance of PO and NTP	CGSO-Central storage
2	Book (s)	Minutes of the 56th-59th Regular Session September 2023	20 days upon issuance of PO and NTP	CGSO-Central storage
2	Book (s)	Minutes of the 60th-64th Regular Session October 2023	20 days upon issuance of PO and NTP	CGSO-Central storage
2	Book (s)	Minutes of the 65th-70th Regular Session November - December 2023	20 days upon issuance of PO and NTP	CGSO-Central storage
2	Book (s)	Minutes of the 7th-18th Special Session (2023)	20 days upon issuance of PO and NTP	CGSO-Central storage

2	Book (s)	Appropriation Ordinance No. 001-007 (2022)	20 days upon issuance of PO and NTP	CGSO-Central storage
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2	Book (s)	Resolution No. 095-126 November - December 2022	20 days upon issuance of PO and NTP	CGSO-Central storage
2	Book (s)	Minutes of the 1st - 4th Regular Session July 2022	20 days upon issuance of PO and NTP	CGSO-Central storage
2	Book (s)	Minutes of the 5th - 13th Regular Session August - September 2022	20 days upon issuance of PO and NTP	CGSO-Central storage
2	Book (s)	Minutes of the 14th - 17th Regular Session October 2022	20 days upon issuance of PO and NTP	CGSO-Central storage
2	Book (s)	Minutes of the 18th - 23rd Regular Session November - December 2022	20 days upon issuance of PO and NTP	CGSO-Central storage
2	Book (s)	Minutes of the 1st - 6th Special Session (2022)	20 days upon issuance of PO and NTP	CGSO-Central storage

## 2. Procurement Process

- a. For the end-user, ensure the completion of the documents to proceed with the procurement process.
- b. 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.
- c. If the procurement process reaches the ensuing year, observe that the allowed transaction is only up to what is stipulated in the contract.
- d. For the end-user, present this TOR during the Pre-Bid Conference for the information of the prospective bidder/s (for Competitive/ Public Bidding), and present it by the Buyer with the assistance of the end-user (for Alternative Methods of Procurement).
- e. Ensure to supply the requirements upon issuance of DOC.
- f. 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.

## 3. Delivery/ Implementation Period

- a. Strictly observe the "No Purchase Order (PO)/ Delivery Order Contract (DOC), No Delivery" Policy and comply with the delivery period.
- b. The Delivery Period shall be within December 2024.

c. During the delivery, strictly follow the provisions enumerated in the Terms and Condition of the PO/ Contract including the Delivery Schedule, Penalty, among others.

d. 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.

e. Coordination with the supplier/contractor shall be the function of the CGSO-PMD as its mandate.

#### 4. Inspection and Acceptance

a. The end-user shall inform CGSO-PSMD of the delivery for the latter to conduct inspection prior to the acceptance of the former.

b. The supplier/contractor, through the end-user, shall provide the CGSO-PSMD with the issue delivery receipt or Sales Invoice.

c. Such documents will be used in notifying the concerned offices on the transaction 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**

#### 1. The deliverables of the supplier/contractor shall be as follows:

a. Provide the quantity (number of pages and copies) required by the project/program; and

b. Strictly follow the specifications and timely provision of requirements based on the delivery schedule.

#### 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. 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:



**Marlene M. Yalung**  
Admin. Officer IV

Noted 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.