



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 : **Supply and Delivery of Additional Common Used Office Supplies for 2nd Semester of 2024 to be used at the City Mayor's Office in the City of San Fernando, Pampanga**

Location of the Project : **City Mayor's Office**

Company Name Date : **Nov 5, 2024**

Address PR No. : **2024-10-02112**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Monday, November 11, 2024 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga.**

Canvassed by:

Approved by:

Janelle D.A. Tungcab


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	400	ream(s)	Bond Paper A4 80gsm			
2	400	ream(s)	Bond Paper Legal 80gsm			
3	400	ream(s)	Bond Paper Short 80gsm			
4	2000	pc(s)	Folder 14pts short white			
5	2000	pc(s)	Folder 14pts long white			
6	500	pc(s)	Ballpen, black			
7	100	pc(s)	Sign Pen, black 0.5mm			
8	100	book(s)	Record Book, 500 pages			
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

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Background

Good governance is the process of decision-making and the process by which decisions are implemented, an analysis of governance focuses on the formal and informal actors involved in decision-making and execute the decisions made and the formal and informal structures that have been set in place to arrive and perform the decision.

Thus, with the dedication and commitment of the present administration in carrying out inclusive governance, it is deemed necessary for the acquisition of sufficient resources to bring convenience in performing duties, inspire productivity and ensure efficient delivery of public service to clients.

OBJECTIVE/S

- To provide office supplies for the daily operations of the City Mayor's Office
- To successfully execute the functions of the department
- To efficiently provide services for the constituents

Budgetary Requirements:

The Approved Budget for the **Supply and Delivery of Additional Common Used Office Supplies for 2nd Semester of 2024 to be used at the City Mayor's Office in the City of San Fernando, Pampanga** at the City of San Fernando, Pampanga is included in the PPMP with Reference Number 2024-3236 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of P 500,000.00 amount in figure or Five Hundred Thousand Pesos amount in words.

Minimum Requirement for the Supplier

1. The Supplier must ensure the specifications and schedule of requirements indicated in the Purchase Order.
2. The concerned office thru the Designated Procurement Officer will inform the supplier for the whole details of the delivery at least 1 – 2 days before the event to provide the order as per approved Delivery Order Contract and Order List.
3. The supplier must be open for any changes and cancellation of orders for the unforeseen circumstances.
4. The supplier must be compliant with the IATF Health and Safety Protocols.
5. The Supplier must follow the procurement, delivery and inspection procedure set by the City Government of San Fernando, Pampanga for procured good and services.

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Deliverables by the Supplier and City Government

The deliverables of the supplier shall be as follows:

- a. Provide the quantity of the Office Supplies 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 i.e., 15 days after delivery regardless if the delivery is per month or Ordering Agreement.
- b. End- user shall monitor the delivery and completeness of requirements and documents to avoid delays.
- c. The Procurement Officer shall assist in the monitoring, delivery 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.

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Prepared by:


Walter C. Navarro
Procurement Officer

Noted by:


REYMUNDO M. HIPOLITO JR.
Chief of Staff

Conforme:

Signature Above 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.