



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)



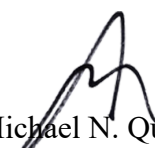
Project Title : **Printing and Delivery of Information Education Campaign (IEC) Materials to be used for the Information Dissemination of City's Projects and Programs for 2024 in the City of San Fernando, Pampanga**

Location of the Project : **City Mayor's Office - City Disaster Risk Reduction and Management Division**

Company Name	Date : Nov 7, 2024
Address	PR No. : 2024-11-02154

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: **Camille C. Mendiola**

Approved by: 
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	500	pc(s)	Calendar -- Mga Nilalaman ng Go Bag: Poster Size 18 x 24, Glossy, Foldcote			
2	500	pc(s)	Multi-Sheet Desk Calendars: Size, A5			
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 INFORMATION EDUCATION CAMPAIGN (IEC) MATERIALS TO BE USED FOR THE INFORMATION DISSEMINATION OF CITY'S PROJECTS AND PROGRAMS FOR 2024 IN THE CITY OF SAN FERNANDO, PAMPANGA.

I.BACKGROUND

The City Disaster Risk Reduction and Management Office (CRRMO) aims to promote sense of awareness that does not only commence preparedness from the part of the constituency, rather, underlines the necessary involvement and cooperation from the constituency in the process. Further, it aims to educate the citizenry and local DRRM council/offices/teams in promoting disaster-resiliency/awareness to its constituents from LGU, barangays, school DRRM, NGO/NGAs through various information education campaigns/materials and activities.

As a medium in promoting a Disaster Resilient Community in the community, the office continuously conducts an information education campaign entitled "Kahandan at Kaalaman Laban sa Sakuna ay Susi Sa Kaligtasan". Apart from the monthly/regular distribution, this shall be incorporated through interactive activity/ies facilitated by the office i.e. Basic Disaster Preparedness Trainings/Seminars, Early Warning System Orientations, Technical Trainings and Earthquake and Fire Drill Orientations. Thus, proposed IEC materials will serve as a tool in helping beneficiaries to highlight importance of disaster preparedness.

II.BUDGETARY REQUIREMENT

The Budgetary Requirement for Printing and Delivery of Information Education Campaign (IEC) Materials to be used for the Information Dissemination of City's Projects and Programs for 2024 in the City of San Fernando, Pampanga, is included in the PPMP in the amount of ONE FOURTY FIVE THOUSAND PESOS (P 145,000.00).

III.OBJECTIVES

- To stimulate public awareness of the Fernandinos on the importance of disaster preparedness thru DRRM related IEC materials
- To promote behavior change of targeted beneficiaries towards disaster awareness
- To serve as a tool in preparing for a catastrophe and equip beneficiaries with the basic knowledge on survival.

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
500	pcs	Multi-Sheet Desk Calendars: Size, A5	20 days after the issuance of Purchase Order/Notice to Proceed	Central Storage, New Public Market, Del Pilar, CSFP
500	pcs	Calendar -- Mga Nilalaman ng Go Bag: Poster Size 18 x 24, Glossy, Foldcote		

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 delivery is only up to what is stipulated in the contract.
 4. Ensure to supply the requirements upon issuance of DOC.
 5. 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 from 20 days after the issuance of Purchase Order/Notice to Proceed.
 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 and to immediately notify the supplier/contractor in case of any concerns before the acceptance.
- 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-PMD shall prepare the corresponding Inspection and Acceptance Report/s.

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 printing IEC 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 month.
- b. End- user shall monitor the delivery of requirements.
- 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.

Prepared and submitted by:

RAYMOND B. DEL ROSARIO
LDRRMO IV 

CONFORME:
<hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> Signature over Printed Name
<hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> 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.