



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 Tarpaulin to be used for the Information Dissemination of the Office of the Sangguniang Panlungsod for 2024 in the City of San Fernando, Pampanga**

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

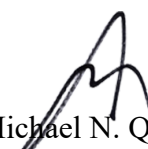
	Date :	Nov 7, 2024
Company Name	PR No. :	2024-11-02158
Address		

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:

Paolo Cesar E. Areola

  
 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	2570	pc(s)	Tarpaulin - Size: 24 inches (H) x 36 inches (L) - Full Colored - Glossy material finished - Landscape: Portrait - Substance 18oz			
<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 TARPAULIN TO BE USED FOR THE INFORMATION DISSEMINATION OF THE OFFICE OF THE SANGGUNIANG PANLUNGSOD FOR 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 be exercised by the Sangguniang Panlalawigan for the province; the Sangguniang Panlungsod for the city; the Sangguniang Bayan for the municipality; and the Sangguniang Barangay for the Barangay.*

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 power of the city as provided for under section 22 of the Code.*

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

In compliance with the above premises, the Office of the Sangguniang Panlungsod is proposing the printing and delivery of tarpaulin to be used for the information dissemination of the Office of the Sangguniang Panlungsod for 2024 in the City of San Fernando, Pampanga.

#### II. BUDGETARY REQUIREMENT

The budgetary requirement for the printing and delivery of tarpaulin to be used for the information dissemination of the Office of the Sangguniang Panlungsod for 2024 in the City of San Fernando, Pampanga, that is included in PPMP with Ref. No. 2024 – 699 and already in the Annual Procurement Plan (APP) of the City Government amounting to **FOUR HUNDRED NINETY-EIGHT THOUSAND FIVE HUNDRED EIGHTY PESOS (PhP 498,580.00).**

#### III. OBJECTIVES

The objective of the printing and delivery of tarpaulin to be used for the information dissemination of the Office of the Sangguniang Panlungsod for 2024 in the City of San Fernando, Pampanga are (1) to meet the requirement of the law in publishing approved Ordinances relating but not limited to borrowings, penal provisions, Ordinances general in character; (2) for the purposes of informing the public with the existing and newly approved local laws of the city.

#### IV. SCOPE

The Office of the Sangguniang Panlungsod, shall engage the services of a supplier for the printing and delivery of tarpaulin to be used for the information dissemination of the Office of the Sangguniang Panlungsod for 2024 in the City of San Fernando, Pampanga.

## V. TERM AND CONDITIONS

During the procurement process and delivery/ implementation of the project, the end- user and the supplies/contractor shall;

### a. Specifications/ Schedule of Requirements

QTY	UNIT	ITEM DESCRIPTION SPECIFICATION	DELIVERY DATE	LOCATION
pc(s)	2,570	<b>Tarpaulin</b> - Size: 24 inches (H) x 36 inches (L) - Full Colored - Glossy material finished - Landscape: Portrait - Substance 18oz	20 days upon issuance of PO and NTP	CGSO-Central storage

### b. Procurement Process

1. If the procurement process reaches the ensuing year, observed that the allowed delivery is only up to what is stipulated in the contract.
2. 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.

#### For the End- user;

1. Ensure the completion of the documents to proceed with the procurement process.
2. Present clearly this TOR during the Pre-Bid Conference for the information of the prospective bidders/s (for Competitive/ Public Bidding) and present by the Buyer with the assistance of the End- user (for Alternative Methods of Procurement).

#### For the Supplier/ provider;

1. Ensure the completion of the documents being required by the Bids and Awards Committee (BAC) on-time based on the procurement schedule including this TOR duly signed by the end- user and conformed by the supplier/contractor.
2. Ensure to supply the requirement upon issuance of DOC.

### 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 20 days upon issuance of PO and NTP.
3. During the delivery, strictly follow the provisions enumerated in the Term 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 outside delivery, ensure the coordination with the inspector from the CGSO- Property and Supply Management (PSMD) for the inspection of the delivery in term of quality and to immediately notify the supplier/contractor in case of any concern 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-PSMD shall prepare the corresponding Inspection and Acceptance Report/s.

**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 and quality of tarpaulin being required by end-user/program;
- b. Strictly follow the specifications and timely provision of requirements based on the delivery schedule;
- c. Strictly deliver the required/requested items immediately upon the approval of Purchase Order (PO);

**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. The end-user shall assist in the monitoring of the delivery and on-time payment of the supplier.
- c. Provide necessary and readily available documents such as during the conduct of post-audit.
- d. Evaluate the performance of the supplier/contractor and in case there is a violation on 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