



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 Photocopier Machine to be used at the ECCD Unit - CSWDO (ECCD Expansion) in the City of San Fernando, Pampanga**
Location of the Project : **City Social Welfare and Development Office**

Company Name
Date : **Nov 7, 2024**
PR No. : **2024-11-02161**

Address

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Wednesday, November 13, 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	2	unit(s)	Photocopier Machine Specifications: Photocopier, printer, scanner 20 copies per minute Monochrome Machine ID card copy function A4, A3, letter, legal capable Inclusions: 3,000 copies initial toner USB cable Manual and CD installer printer scanner 2 years free service warranty 1 year warranty on parts Onsite service			
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

SUPPLY AND DELIVERY OF PHOTOCOPIER MACHINE TO BE USED AT THE ECCD UNIT - CSWDO (ECCD EXPANSION) IN THE CITY OF SAN FERNANDO, PAMPANGA

I. BACKGROUND

Pursuant to R.A. No. 7160 otherwise known as the Local Government Code of 1991 Particularly Section 444(b)(1) provides that the Chief Executive shall exercise general supervision and control over all programs, projects, services, and activities of the local government.

Pursuant to Section 2 of the Republic Act No 10410 or the Early Years Act of 2013, the state shall institutionalize a National System for Early Childhood Care and Development (ECCD) that is comprehensive, integrative, and sustainable, that involves multi-sectoral and inter-agency collaboration at the national and local levels among government, service providers, families and communities, public and private sectors, non-government organizations, professional associations and academic institutions.

Further, Republic Act 6972, which came into law in November 1990, mandates the establishment of day care centers in every barangay, instituting therein a total development and protection of children programs.

RA 10410 also aims to establish child development centers in every barangay and the conversion of existing public day care centers into child development centers. At the City of San Fernando Pampanga, the guidelines on the conversion of public "Day Care Center" (DCC) into "Child Development Center" has been adopted. Part of these guidelines is the necessary physical improvement on day care center facilities and provision of upgraded fixtures, appliances and room materials.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply and Delivery of Photocopier Machine to be used at the ECCD Unit - CSWDO (ECCD Expansion) in the City of San Fernando, Pampanga is included in the PPMP with Ref. No. 2024-3187 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **One Hundred Fifty Thousand Pesos (P150,000.00)**.

III. OBJECTIVES

The objectives of the Supply and Delivery of Photocopier Machine to be used at the ECCD Unit - CSWDO (ECCD Expansion) in the City of San Fernando, Pampanga is:

1. To provide equipment that can help Child Development Workers and Teachers in reproducing documents and learning materials, which are essential in conducting ECCD programs and services.

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
2	Units	Photocopier Machine Specifications: Photocopier, printer, scanner	20 days after the issuance of Delivery Order	CGSO, Central Storage, New Public

		20 copies per minute Monochrome Machine ID card copy function A4, A3, letter, legal capable Inclusions: 3,000 copies initial toner USB cable Manual and CD installer printer scanner 2 years free service warranty 1 year warranty on parts Onsite service	Contract/Notice to Proceed	Market, Del Pilar, CSFP
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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. 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 Purchase Order (PO).
 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.
- b. 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 Delivery Order Contract/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.

c. 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

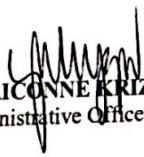
The deliverables of the supplier/ contractor shall be as follows:

- a. Provide the quantity of photocopier machines being required by the project/ program; and
- b. Strictly follow the specifications and timely provision of requirements based on the delivery schedule.

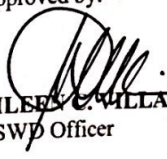
The deliverables of the City Government shall be as follows:

- a. On- time payment of the supplier/ contractor i.e., 15 days after the 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 by:


MARICONNE KRIZETTE R. GA
Administrative Officer II

Approved by:


AILEEN C. WILLANUEVA
CSWD Officer

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.