



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 Supplies/Materials to be used for the 2024 General Assembly in the City of San Fernando, Pampanga**
Location of the Project : **City Human Resource Management Office**

Company Name

Date : **Nov 11, 2024**

PR No. : **2024-11-02182**

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 18, 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	40	pc(s)	ALCOHOL, Ethyl, 500ml			
2	2933	pc(s)	ERASER, plastic/rubber			
3	2933	pc(s)	SIGN PEN, Medium tip, Black			
4	293	pc(s)	SIGN PEN, Medium tip, Red			
5	40	jar(s)	GLUE, all-purpose			
6	40	box(s)	STAPLE WIRE, standard			
7	2933	pc(s)	NOTEPAD, stick-on, 76mm x 100mm			
8	2933	pc(s)	STENO NOTEBOOK			
9	50	ream(s)	PAPER, MULTIPURPOSE A4			
10	40	ream(s)	PAPER, MULTIPURPOSE LEGAL			
11	40	pc(s)	INK CARTRIDGE, CANON CL-811, Colored			
12	60	pc(s)	INK CARTRIDGE, CANON CL-810, Black			
13	2933	pc(s)	ID Holder Case 4x3 inches			
14	2933	pc(s)	ID Lace with metal fastener			
15	2933	pc(s)	Plastic Certificate Holder			
16	50	pack(s)	Board Paper Cream - Legal Size 90gsm			
17	40	pack(s)	CARTOLINA, assorted colors			
18	150	pc(s)	MARKER, Permanent, Black			
19	40	pc(s)	MARKER, Permanent, Red			
20	293	roll(s)	TAPE, Transparent, 48mm			
21	10	box(s)	FASTENER			



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 Supplies/Materials to be used for the 2024 General Assembly in the City of San Fernando, Pampanga**
Location of the Project : **City Human Resource Management Office**

Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
22	150	set(s)	MARKER, Flourscent			
23	10	box(s)	PAPER CLIP, vinyl/plastic coated, jumbo, 50mm			
24	10	box(s)	RUBBER BAND No. 18			
25	150	pc(s)	DATA FILE BOX			
26	40	pc(s)	STAPLER, standard type			
27	50	box(s)	ENVELOPE, Expanding, Kraft			
28	40	pc(s)	STAMP PAD, felt			
29	10	btl(s)	INK, for stamp pad			
30	40	pc(s)	RULER, flexible, plastic, 450mm			
31	10	pc(s)	PENCIL SHARPENER			
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 SUPPLIES/MATERIALS TO BE USED FOR THE 2024 GENERAL ASSEMBLY IN THE CITY OF SAN FERNANDO, PAMPANGA

I. BACKGROUND

The City Government of San Fernando, is once again a multi-awarded local government unit recognized for its excellence in governance, innovation, and public service across various sectors. This is evidenced by various regional and national-level awards and recognitions it received from 2023 to present such as its 2023 & 2024 ISO 9001:2015 re-certification; DILG Seal of Good Local Governance; DILG-PCL-PMPVL Local Legislative Award; The Manila Times Model Cities and Municipalities Award; DILG Seal of Good Financial Housekeeping; high functionality ratings of its Anti-Drug Abuse Council, Persons with Disability Affairs Office, City Local Committee Against Trafficking and Violence Against Women and their Children and Local Council for the Protection of Children; and other recognitions from national government agencies as well as other reputable private organizations.

For the City Government to ensure the sustainability and continuity of excellence in the delivery of its projects, programs and activities, the conduct of an assessment of the strengths, weaknesses and opportunities for improvement of the agency specifically its human resource is necessary. In addition, a teambuilding activity is also considered vital in sustaining the motivation and well-being of the LGU's workforce as we highly attribute the abovementioned awards and other achievements of the LGU to them.

In view of the above, the LGU aims to celebrate its past successes while making continuously improvement in its programs in the coming year through assessment, evaluation and development of strategic plans. Thus, an annual general assembly for all LGU employees and partner national government agencies is proposed.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply and Delivery of Materials to be used during the 2024 General Assembly of City Officials, Employees and Attached Agencies of the City Government of San Fernando, Pampanga shall be charged to the City Human Resource Management Office's Training Fund and is included in the PPMP with Code No. 2024-665 and is already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of NINE HUNDRED EIGHTY EIGHT THOUSAND SIXTY FOUR PESOS AND SIXTY TWO CENTAVOES ONLY (P 988,064.62)

III. OBJECTIVE

The Materials shall be utilized during the conduct of General Assembly 2024 for City Government Employees and Personnel from its attached agencies.

IV. TERMS AND CONDITIONS

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

a. Specifications/ Schedule of Requirements

Item No.	Unit	Particular	Quantity
1	pcs	ALCOHOL, Ethyl, 500ml	40
2	pcs	ERASER, plastic/rubber	2,933
3	pcs	SIGN PEN, Medium tip, Black	2,933
4	pcs	SIGN PEN, Medium tip, Red	293
5	jar	GLUE, all-purpose	40
6	box	STAPLE WIRE, standard	40
7	pcs	NOTEPAD, stick-on, 76mm x 100mm	2,933
8	pcs	STENO NOTEBOOK	2,933
9	ream	PAPER, MULTIPURPOSE A4	50
10	ream	PAPER, MULTIPURPOSE LEGAL	40
11	pcs	INK CARTRIDGE, CANON CL-811, Colored	40
12	pcs	INK CARTRIDGE, CANON CL-810, Black	60
13	pcs	ID Holder Case 4x3 inches	2933
14	pcs	ID Lace with metal fastener	2933
15	pcs	Plastic Certificate Holder	2,933
16	pack	Board Paper Cream - Legal Size 90gsm	50
17	pack	CARTOLINA, assorted colors	40
18	pcs	MARKER, Permanent, Black	150
19	pcs	MARKER, Permanent, Red	40
20	roll	TAPE, Transparent, 48mm	293
21	box	FASTENER	10
22	set	MARKER, Flourscent	150
23	box	PAPER CLIP, vinyl/plastic coated, jumbo, 50mm	10
24	box	RUBBER BAND No. 18	10
25	pcs	DATA FILE BOX	150
26	pcs	STAPLER, standard type	40
27	box	ENVELOPE, Expanding, Kraft	50
28	pcs	STAMP PAD, felt	40
29	btls	INK, for stamp pad	10
30	pcs	RULER, flexible, plastic, 450mm	40
31	pcs	PENCIL SHARPENER	10

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/ provider.
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 that there are readily- available supplies upon submission of Request for Quotation (RFQ)/ Bid since delivery is anticipated upon issuance of PO/ Contract.
 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.
- c. Delivery/ Implementation period
1. Strictly observe the “No Purchase Order (PO)/ Contracts, No Delivery” Policy and comply with the delivery period.
 2. The Delivery Period shall be on or before December 2, 2024.
 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 that 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 of meals 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- 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 materials 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 delivery regardless if the delivery is per month or Ordering Agreement.
- b. End- user shall monitor the delivery of requirements.

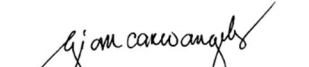
- c. The Procurement Officer shall assist in the monitoring, delivery and on- time payment of the supplier.
- d. Provide necessary and readily- available documents such as during the conduct of post- audit.
- e. Evaluate the performance of the supplier/ contractor and in case there is a violation to the Contract/ Agreement, prepare a Verified Report.

Prepared and submitted by:



Laurence Andrade
Procurement Officer- CHRMO

Approved by:



Gian Carlo R. Angeles
Acting CHRM Officer

CONFORME:
_____ Signature over Printed Name
_____ Date

Note: The 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.