



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 Printed Forms for 2024 to be used at Office of the City Building Official in the City of San Fernando, Pampanga**

Location of the Project : **Office of the City Building Official**

Company Name

Date : **Nov 12, 2024**

PR No. : **2024-11-02193**

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:

Rachelle M. Pangilinan

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	17	ream(s)	Unified Application Form for Building Permit 8.5" x 13" Substance 24			
2	15	ream(s)	Unified Application for Certificate of Occupancy/Use 8.5" x 13" Substance 24			
3	20	ream(s)	Electrical Permit 8.5" x 13" Substance 24			
4	5	ream(s)	Mechanical Permit 8.5" x 13" Substance 24			
5	5	ream(s)	Electronics Permit 8.5" x 13" Substance 24			
6	5	ream(s)	Fencing Permit 8.5" x 13" Substance 24			
7	15	ream(s)	Certificate of Completion 8.5" x 13" Substance 24			
8	20	ream(s)	Permit for Temporary Service Connection 8.5" x 13" Substance 24			
9	15	ream(s)	Sanitary/Plumbing Permit 8.5" x 13" Substance 24			
10	20	ream(s)	Certificate of Final Electrical Inspection/Completion			



Republic of the Philippines

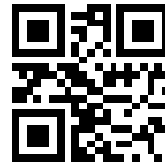
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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
			8.5" x 13" Substance 24			
11	10	ream(s)	Certificate of Completion (Sanitary/Plumbing Application) 8.5" x 13" Substance 24			
12	5	ream(s)	Certificate of Completion (Mechanical Works)			
13	5	ream(s)	Certificate of Completion (Electronic Works) 8.5" x 13" Substance 24			
14	20	ream(s)	Electrical Layout 8.5" x 13" Substance 24			
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 PRINTED FORMS FOR 2024 TO BE USED AT THE OFFICE OF THE CITY BUILDING OFFICIAL 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), the Chief Executive shall exercise general supervision and control over all programs, projects, services, and activities of the local government.

The Office of the City Building Official (OCBO) of the City Government of San Fernando, Pampanga, established through Ordinance No. 2018-008, which approved the 2018 Partial Reorganizational Structure and Staffing Pattern (PRSSP) of the City Government of San Fernando (P), is mandated to carry out functions as prescribed by law. These functions include enforcing the provisions of the National Building Code of the Philippines (P.D. 1096) and its Implementing Rules and Regulations (IRR), as well as circulars, memoranda, opinions and decisions/orders issued pursuant to the Code. The OCBO has overall administrative control and supervision over all matters related to building and structures. It is responsible for processing all applications and certificates and issuing the necessary permits. Additionally, it ensures that any changes, modifications, or alterations to design plans during the construction phase are not implemented until the modified design plan has been evaluated and an amendatory permit has been issued.

The Office of the City Building Official strives to provide efficient, effective and timely provision and delivery of basic services in compliance with Republic Act 11032, known as the “Ease of Doing Business and Efficient Government Service Delivery Act of 2018,” and JMC 2018-01 s2018, known as the “Guidelines in Streamlining the Processes for the Issuance of Building Permits and Certificates of Occupancy.” This effort aims to streamline the current government service processes. Thus, the **Printing and Delivery of the OCBO Printed Forms for 2024** are essential.

II. BUDGETARY REQUIREMENT

The budget requirement for the **Printing and Delivery of Printed Forms for 2024, to be used at the Office of the City Building Official in the City of San Fernando, Pampanga**, is included in the **PPMP with Ref. No. 2024-701** and has already been incorporated in the Annual Procurement Plan (APP) of the City Government, amounting to **THREE HUNDRED NINETY-EIGHT THOUSAND TWO HUNDRED FIFTY PESOS ONLY (P 398,250.00)**.

III.OBJECTIVES

The objectives for the **Printing and Delivery of Printed Forms for 2024, to be used by the Office of the City Building Official in the City of San Fernando, Pampanga** are as follows:

1. To ensure enforcement of the National Building Code (P.D. 1096) and other referral codes;
2. To ensure compliance with R.A. No. 11032; JMC No. 01 s2018, and ISO Certification;
3. To ensure the continuous and timely delivery of essential services; and
4. To provide customer satisfaction.

IV.TERMS AND CONDITIONS

During the procurement process and the 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
(see attached documents)	(see attached documents)	(see attached documents)	30 days after the issuance of Purchase Order	OCBO and OSCP, City Hall, A. Consunji Street, Brgy. Sto. Rosario, CSFP

b. Procurement Process

1. For the end-user, ensure the completion of required documents to proceed with the procurement process.
2. For the supplier/provider, ensure the timely submission of all documents required by the Bids and Awards Committee (BAC) for the procurement process, in accordance with the procurement schedule. This includes this TOR, duly signed by the end-user and agreed upon by the supplier/contractor.
3. If the procurement process extends into the following year, ensure that delivery adheres strictly to what is stipulated in the contract.
4. For the end-user, present this TOR clearly during the Pre-Bid Conference for the information of the prospective bidders (for Competitive/ Public Bidding), or have it presented by the Buyer with the assistance of the end-user (for Alternative Methods of Procurement).
5. Ensure that all required items are supplied upon issuance of DOC.
6. Comply with the provisions of the Procurement Law, regardless of the mode of procurement, whether through 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 specified delivery period.
2. The delivery period shall be **30 days after the issuance of Purchase Order.**
3. During the delivery, strictly adhere to the provisions outlined in the Terms and Conditions of the PO/ Contract, including the Delivery Schedule, Penalty clauses, and other relevant terms.
4. In case of changes to the Delivery Schedule and specifications, the end-user, through the Procurement Officer, shall coordinate with the CGSO-Procurement Management Division (PMD) to notify the supplier/contractor accordingly.
5. Coordination with the supplier/contractor shall be the function of the CGSO-PMD as part of its mandate.
6. For onsite delivery, ensure coordination with the Inspector from the CGSO-Property and Supply Management Division (PSMD) for an inspection of quantity and quality. Notify the supplier/contractor immediately of any concerns prior to acceptance.

d. Inspection and Acceptance

1. The end-user shall accept the delivery with the delivery receipts, and immediately submit them to the Inspector or CGSO-PSMD.

These documents will be used to notify the relevant offices, such as the City Accountant’s Office (CAccO) and Commission on Audit (COA), for inclusion 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 required quantity of printed forms for the project/ program; and
- b. Strictly adhere to the specifications and deliver the requirements in accordance with the delivery schedule.

The deliverables of the City Government shall be as follows:

- a. Ensure on-time payment to the supplier/contractor i.e., within 15 days after the end of the month.
- b. The end-user shall monitor the delivery of requirements.
- c. The Procurement Officer shall assist in monitoring the delivery and ensuring on-time payment to the supplier.
- d. Provide necessary and readily available documents during the conduct of the post-audit.
- e. Evaluate the performance of the supplier/contractor, and in case of any violations to the Contract/Agreement, prepare a Verified Report.

Prepared by:


LIONEL ANGELO M. POLINTAN
Procurement Officer/ End- user

Approved by:


ENGR. ANELE C. DAVID
Acting City Building Official

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.