



Republic of the Philippines

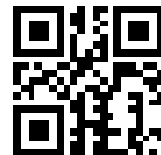
Province of Pampanga

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 Packaging and Labelling Assistance to the Micro, Small, and Medium Enterprises (MSMEs) for 2024 in City of San Fernando, Pampanga**

Location of the Project : **City Tourism and Investment Promotions Office - Investment And Promotion Division**

Company Name

Address

Date : **Dec 10, 2024**

PR No. : **2024-11-02275**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Monday, December 16, 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	10	set(s)	Canon GI76 Pigment Ink Set of Cyan, Magenta, Yellow and Key			
2	200	pack(s)	Vinyl Sticker A4 size 20 sheets per pack			
3	200	pack(s)	Glossy Sticker Paper A4 size			
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 PACKAGING AND LABELLING ASSISTANCE TO THE MICRO, SMALL, AND MEDIUM ENTERPRISES (MSMES) IN CITY OF SAN FERNANDO, PAMPANGA FOR 2024

I. BACKGROUND

For a more sustainable business growth and to boost competitiveness of entrepreneurs, continuous product development should be practiced. A product's salability is initially gauged by first impressions through its packaging and label. The provision of packaging services – from package development and training as well as laboratory and consultancy services, among others is a necessity for business to grow.

The OTOP Next Gen program of the Department of Trade and Industry aided small businesses in the region in terms of product development assistance, improvement in product design, packaging and labeling and the improvement or development of brands to add value and make them more saleable and make their mark in the local and global markets.

This program is what we want to replicate to benefit our local businesspersons. Various seminars, training and assistance will be provided to identified entrepreneurs. The seminars aim to educate MSMEs on knowledge and awareness of current global trends in packaging and labeling.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply and Delivery of Supplies/Materials to be used for the Packaging and Labelling Assistance to the Micro, Small, and Medium Enterprises (MSMEs) in City of San Fernando, Pampanga for 2024 is included in the PPMP with **Ref. No. 2024-3212** and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **SEVENTY FIVE THOUSAND PESOS (75,000.00)**.

III. OBJECTIVES

The objectives of the Supply and Delivery of Supplies/Materials to be used for the Packaging and Labelling Assistance to the Micro, Small, and Medium Enterprises (MSMEs) in City of San Fernando, Pampanga for 2024 are as follows:

1. To help micro entrepreneurs in adding value to their products via packaging and labeling assistance.
2. To help businesses in becoming resilient in terms of business.
3. To help MSMEs adopt to the present trends of marketing.
4. To increase MSME's productivity and efficiency.

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
10	Sets	Canon GI76 Pigment Ink Set of Cyan, Magenta, Yellow and Key	December 2024	CGSO Central Storage

200	Packs	Vinyl Sticker A4 size 20 sheets per pack		
200	Packs	Glossy Sticker Paper A4 size		

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. 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 in December 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 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 supplies/materials and to immediately notify the supplier/ contractor in case of any concerns before the acceptance.

d. Inspection and Acceptance

1. The End- user shall accept the delivery with the (1) delivery receipts and submit immediately to the Inspector or CGSO- PSMD together with the (2) attendance sheet/s as part of the utilization where the quantity of the delivery is the same as the number of attendees and photo documentation of the delivery.

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 and quality of supplies/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 by:


Mari Antonette G. Quizon
Administrative Officer II

Approved by:


Ma. Lourdes Carmella Jade D. Pangilinan
City Tourism and Investment Promotion 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.