



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 Traffic Citation Tickets to be used at the City Public Order and Safety Coordinating Office in the City of San Fernando, Pampanga**

Location of the Project : **City Public Order and Safety Coordinating Office**

Company Name

Address

Date : **Nov 28, 2024**

PR No. : **2024-11-02308**

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 2, 2024 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga.**

Canvassed by: **Paolo Cesar E. Areola**

Approved by: **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	910	pad(s)	Traffic Citation Tickets Ply white blue yellow 3- Lengthwise cut 13"x4.25" Carbonized Full Color 50x3			
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 Traffic Citation Tickets to be used by the CPOSCO 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.

The City Traffic Enforcers of the Traffic Management Division shall issue an official Traffic Citation Ticket for any traffic violation cited on the day of apprehension. which aims to streamline the current systems and procedures of government services; hence, the Printing of *Traffic Citation tickets* is necessary.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the Printing and delivery of Traffic Citation Tickets to be used by the CPOSCO in the City of San Fernando, Pampanga

subject to Ordering Agreement is included in the PPMP with Ref. No. 2024-3458 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of Five hundred thousand and five hundred pesos. (500,500.00)

III. OBJECTIVES

The objectives of the Printing and delivery of Traffic Citation Tickets to be used by the CPOSCO in the City of San Fernando, Pampanga are as follows:

1. To implement traffic rules in the City of San Fernando, Pampanga

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
910	pad(s)	Traffic Citation Tickets Ply white blue yellow 3- Lengthwise cut 13"x4.25" Carbonized Full Color 50x3	December 2024	CGSO Storage

- 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 upon the release of NTP.
 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 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 CITYGOVERNMENT

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

- a. Provide the quantity of Citation Tickets 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

CONFORME:
_____ Signature over Printed Name
_____ Date

there is a violation to the Contract/ Agreement, prepare a Verified Report.



LOUIE P. CLEMENTE

Department Head, CPOSCO

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.

