



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 Additional Common Used Office Supplies to be used at the City Budget Office for 2024 in the City of San Fernando, Pampanga**
Location of the Project : **City Budget Office**

Company Name

Date : **Jan 9, 2025**

PR No. : **2024-08-01665**

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, January 13, 2025 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga**.

Canvassed by:

Approved by:

Jeffrey Ross M. Navarro
Administrative Assistant III (Buyer III)

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	70	btl(s)	Alcohol, Isopropyl, 500ml			
2	100	pc(s)	BallPen, Black			
3	20	ream(s)	Bond Paper. A4. 80 gsm			
4	30	ream(s)	Bond Paper. Legal 80 gsm			
5	20	ream(s)	Bond Paper. Short 80 gsm			
6	150	pc(s)	Correction Tape, 2.5mm			
7	10	roll(s)	Duct Tape, 48m			
8	20	bx(s)	Fastener, Long , Plastic Coated			
9	30	bx(s)	Fastener Plastic Coated			
10	10	pc(s)	File Storage Box with cover, Blue			
11	20	pc(s)	Ink Cartridge, Canon, CL-810, Black			
12	20	pc(s)	Ink Cartridge, Canon, CL-811 Colored			
13	40	pc(s)	Continuous ink, Epson 003 L3100. Black			
14	8	pc(s)	External Hard Drive			
15	5	pc(s)	Tape Dispenser			
16	6	pc(s)	Puncher, heavy Duty			
17	15	pc(s)	Stapler #35			
18	50	bx(s)	Staple Wire # 35			
19	6	pack(s)	Photo Paper High Premium A4 10s/pack			
20	50	pc(s)	Post it note Page marker, assorted color			
21	30	pc(s)	Steno Notebook			



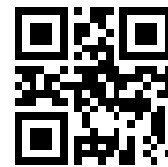
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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
22	50	bx(s)	Paper Clip 33mm			
23	30	bx(s)	Paper Clip jumbo			
24	100	pack(s)	Toilet Tissue Paper. 2 ply			
25	100	pack(s)	Tissue interfolded, Paper Towel			
26	50	pack(s)	Special Paper Certificate Paper 10pcs/pack, Long, color cream			
27	10	pc(s)	Tape Dispenser Table Top			
28	10	pc(s)	Data File Box with cover 11x11x16			
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 **ADDITIONAL COMMON USED OFFICE SUPPLIES** TO BE USED AT THE CITY BUDGET OFFICE FOR 2024, 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.

To realize the City's vision to be the Model City of Countryside Development by 2025 and in line with the City Budget Office's mission to have a highly institutionalized budget process & strict implementation of the allotment system, the Supply and Delivery of Additional Common - used Office Supplies for 2024 is being proposed.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply and Delivery of additional common used supplies to be used at the City Budget Office for 2024 in the City of San Fernando, Pampanga is included in the PPMP with Ref. No.2024-2767 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **TWO HUNDRED TWENTY FIVE THOUSAND SEVEN HUNDRED NINETY NINE & 41/100 (225,799.41)**.

III. OBJECTIVES

The objectives of the Supply and Delivery of additional common used Office to be used at the City Budget Office for 2024, City of San Fernando, Pampanga subject to Ordering Agreement are as follows:

1. To acquire high quality Office Supplies from a local supplier who will meet and respond to the needs of printing official business correspondences; and
2. To ensure the continuous efficiency and active performance of the Department.

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
70	Btl(s)	Alcohol, Isoprohyl, 500ml	Delivery Date	Location
100	pc(s)	BallPen, Black	20 Days after the issuance of Delivery order contract/notice to proceed	City Central Storage, New Public Market, Brgy. Del Pilar, CSFP
20	ream(s)	Bond Paper. A4. 80 gsm		
30	ream(s)	Bond Paper, Legal 80 gsm		
20	ream(s)	Bond Paper, short 80 gsm		
150	pc(s)	Correction Tape, 2.5mm		
10	roll(s)	Duct Tape, 48m		

20	bx(s)	Fastener, Long , Plastic Coated	20 Days after the issuance of Delivery order contract/notice to proceed	City Central Storage, New Public Market, Brgy. Del Pilar, CSFP
30	bx(s)	Fastener Plastic Coated		
10	pc(s)	File Storage Box with cover, Blue		
20	pc(s)	Ink Cartridge, Canon, CL-810, Black		
20	pc(s)	Ink Cartridge, Canon, CL-811 Colored		
40	pc(s)	Continuous ink, Epson 003 L3100. Black		
8	pc(s)	External Hard Drive		
5	pc(s)	Tape Dispenser		
6	pc(s)	Puncher, heavy Duty		
15	pc(s)	Stapler #35		
50	pc(s)	Staple Wire # 35		
6	pack(s))	Photo Paper High Premium A4 10s/pack		
50	pc(s)	Post it note Page marker, assorted color		
30	pc(s)	Steno Notebook		
50	pc(s)	Paper Clip 33mm		
30	pc(s)	Paper Clip jumbo		
100	pack(s))	Toilet Tissue Paper 2 ply		
100	pack(s))	Tissue interfolded, Paper Towel		
50	pack(s))	Special Paper Certificate Paper 10pcs/pack, Long, color cream		
10	pc(s)	Tape Dispenser Table Top		
10	pc(s)	Data File Box with cover 11x11x16		

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 to supply the requirements upon issuance of DOC.
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)/ Delivery Order Contract (DOC), No Delivery” Policy and comply with the delivery period.
2. The Delivery Period shall be immediately after the approval of 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.

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 - PMSD 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 Office Supplies 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:


LORNA T. RODRIGUEZ
Procurement Officer

Approved by:


RIZZEL Y. MANGILIT
City Budget 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.