



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 Class Yearbooks of the City College of San Fernando, Pampanga Graduates of Batch 2022 and 2023**
Location of the Project : **City College of San Fernando, Pampanga**

Company Name Date : **Jan 9, 2025**

Address PR No. : **2024-12-02552**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Tuesday, January 14, 2025 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga.**

Canvassed by: _____ Approved by: _____

Monalyn M. Aquino Engr. Michael N. Quizon, Jr.
Administrative Aide VI (Buyer II) 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	351	copies	Class Yearbook Binding: hard bound Interior Paper: glossy Content: includes colored photos of students, faculty and staff and school administrators and information Size: 8.5 inches x 11 inches			
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 CLASS YEARBOOKS OF THE CITY COLLEGE OF SAN FERNANDO, PAMPANGA GRADUATES OF BATCH 2022 AND 2023

I.BACKGROUND

Class Yearbook for the students of the City College of San Fernando Pampanga (CCSFP) lies in its value as a meaningful and lasting keepsake for graduates. The yearbook encapsulates their academic journey, showcasing personal achievements, milestones, and cherished memories made throughout their time in college. It not only highlights individual accomplishments but also celebrates the collective experience of the graduating class, fostering a deeper sense of community and school pride. From an institutional perspective, the yearbook serves as a vital tool for historical preservation, documenting each batch of graduates and contributing to the legacy of CCSFP. This creates a repository of alumni who have passed through the institution, inspiring future students and strengthening the connection between graduates and the college. The yearbook can be a source of motivation for students, recognizing their growth, friendships, and contributions to student life and extracurricular activities. As a physical representation of their journey, it reinforces the role of CCSFP in shaping their academic and personal development, leaving a lasting impression on both the students and the institution. The yearbook also provides a platform to honor the dedication of faculty and staff, reinforcing their roles in the success of the graduating batch.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the Printing and Delivery of Class Yearbooks of the City College of San Fernando, Pampanga Graduates of Batch 2022 and 2023 is included in the **PPMP with Ref No. 2024-3508** and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **FOUR HUNDRED TWENTY-ONE THOUSAND TWO HUNDRED PESOS ONLY (PHP 421,200.00)**.

III.OBJECTIVES

The objective of the Printing and Delivery of Class Yearbooks of the City College of San Fernando, Pampanga Graduates of Batch 2022 and 2023 is as follows:

- a. To commemorate the academic journey and achievements of CCSFP graduates by providing a high-quality yearbook that captures key milestones, personal accomplishments, and memorable experiences throughout their college years.
- b. To strengthen the sense of community and school pride among students, faculty, and alumni by documenting the collective experiences of the graduating class, fostering deeper connections within the CCSFP community.
- c. To preserve institutional history and build lasting alumni relationships by creating a tangible record of each graduating batch, contributing to the legacy of CCSFP and inspiring future students to continue the tradition of excellence.

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
351	Copies	Class Yearbook Binding: hard bound Interior Paper: glossy Content: includes colored photos of students, faculty and staff and school administrators and information Size: 8.5 inches x 11 inches	30 days upon the approval of the NTP	City College of San Fernando

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 30 days after the issuance 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.

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 class yearbooks being required by the project/ program;
- b. Provide the quality as requested by the end user, and
- c. Strictly follow the specifications and timely provision of requirements based on the delivery schedule.

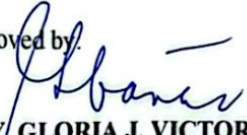
The deliverables of the City Government shall be as follows:

- 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:


IRENE P. PINEDA, LPT, MAEd
College Registrar

Approved by:


ATTY. GLORIA J. VICTORIA-BAÑAS, DPA, CESO V
College Administrator / President

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.