



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 Entrepreneurship Development Training of the City Public Employment Service Office in the City of San Fernando, Pampanga**

Location of the Project : **City Public Employment Services Office**

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

Date : **Feb 3, 2025**

PR No. : **2025-01-00174**

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

Canvassed by:

Approved by:

Paolo Cesar E. Areola

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	150	pc(s)	Correction Tape			
2	150	pc(s)	Notebook, stenographers 40lvs ruled, spiral			
3	150	pc(s)	Ballpen Black			
4	150	pc(s)	Envelope, plastic long ordinary			
5	148	pc(s)	Calculator 8 digits Ordinary			
<b>Total Amount:</b>						

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 AND OTHER MATERIALS TO BE SERVED FOR THE ENTREPRENEURSHIP DEVELOPMENT TRAINING OF THE CITY PUBLIC EMPLOYMENT SERVICE OFFICE 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.

In the City Government of San Fernando, Pampanga, the City Employment Service Division (CESD) also known as Public Employment Service Office (PESO) is one of the division under the City Administrator's Office. The creation of the City Employment Service Division (CESD) under the City Ordinance 2009-016 is a non-fee charging multi-dimensional employment service facility or entity established in all Local Government Units (LGUs) in coordination with the Department of Labor and Employment (DOLE) pursuant to R.A. No. 8759 or the PESO Act of 1999 as amended by R.A. No. 10691. The CESD/PESO will conduct the Kayabe Ka King Kabyayan Project (4ks).

#### II. BUDGETARY REQUIREMENT

The budgetary requirement for the Supply and Delivery of Supplies and other Materials to be served for the Entrepreneurship Development Training of the City Public and Employment Services Office in the City of San Fernando, Pampanga, is included in the PPMP with the Ref. No. 2015-1144 and already included in the Annual Investment Plan (AIP) of the City Government, which is in the amount of **NINETY SEVEN THOUSAND THREE HUNDRED TEN PESOS (97,310.00)**

#### III. OBJECTIVES

The objectives of the Supply and Delivery of Supplies and other Materials to be served for the Entrepreneurship Development Training of the City Public and Employment Services Office in the City of San Fernando, Pampanga are as follows:

1. To ensure that materials are given during the activity considering that it is a policy of the City Government that provision of meals is allowed if the duration of the meeting is more than four (4) hours; and
2. To ensure the continuous efficiency and active participation of the employer's, guest and working group.

#### 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
150	Pcs	Correction Tape		CGSO Central Storage
150	Pcs	Notebook, stenographers 40lvs ruled, spiral	March 2023	
150	Pcs	Ballpen Black		
150	Pcs	Envelope, plastic long ordinary		
148	Pcs	Calculator 8 digits Ordinary		

##### 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 transaction 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 *March 2025* and the contract shall end by the end of *March 2025*. By the end of the contract, the end- user can no longer prepare DOC will be issued for the purpose.
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 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 materials needed/ 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:

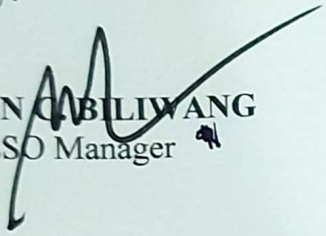
- a. On- time payment of the supplier/ contractor i.e., 15 days after the delivery.
- b. End- user shall monitor the delivery.
- c. The Procurement Officer shall assist in the monitoring and on- time payment of the supplier/ contractor.
- d. Provide necessary and readily- available documents such as 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:

  
**JEHANNE ANGELICA S. TIAMZON**  
Youth Development Assistant / End- user

Approved by:

  
**MARY ANN CABILWANG**  
Acting CPESO Manager

CONFORME:
_____ Signature over Printed Name
_____ Date