



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 Toners to be used at the City Health Office for 2025 in the City of San Fernando, Pampanga**

Location of the Project : **City Health Office**

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

\_\_\_\_\_  
Address

Date : **Feb 11, 2025**

PR No. : **2025-02-00219**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Tuesday, February 18, 2025 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                    | 200 | pc(s)  | TN-2380 Toners (With Free Use of Printer)                     |         |            |       |
| 2                    | 5   | set(s) | 267BK,267CY,267YL and 267MG Toners (With Free Use of Printer) |         |            |       |
| <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 Toners to be used at the City Health Office for 2025 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 various offices of the City Government of San Fernando are mandated by law to carry out functions relative to the management of procurement, properties, supply, records, security, resource conservation, maintenance of facilities and assets, and other support services.

Meanwhile, these offices, shall carry out functions as mandated by law such as to establish and execute internal controls over the department's operational procedures, ensure compliance on standards and procedures prescribed by governing laws, COA Resolutions, DBM Circulars and other policies, prepare administrative related reports and documents in compliance with or as required by other departments/ offices, among others, hence, is proposing for the Supply and Delivery of Common Used Office Supplies to be used for the City Health Office for 1st Semester of 2023 in the City of San Fernando, Pampanga for the reproduction of office documents being used for its daily operation.

#### **II.BUDGETARY REQUIREMENT**

The budgetary requirement for the Supply and Delivery of Toners to be used at the City Health Office for 2025 in the City of San Fernando, Pampanga is included in the PPMP with the Ref. No. 2025-1672 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **FIVE HUNDRED TWENTY-EIGHT THOUSAND SIX HUNDRED FORTY PESOS (P 528,640.00)**.

#### **III.OBJECTIVES**

The objectives of the Supply and Delivery of Toners to be used at the City Health Office for 2025 in the City of San Fernando, Pampanga are as follows:

1. To ensure completeness of office supplies; and
2. To ensure uninterrupted flow of operation through availability of office supplies.

#### **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

| <b>Qty.</b> | <b>Unit</b> | <b>Item Description/<br/>Specifications</b>                         | <b>Delivery Date</b> | <b>Location</b>   |
|-------------|-------------|---|----------------------|---|
| 5           | Sets        | 267BK,267CY,267YL<br>and 267MG Toners (With<br>Free Use of Printer) |                      | Central Storage, New<br>Public Market, Brgy. Del<br>Pilar, CSFP |

|     |     |   |                                      |  |
|-----|-----|---|--------------------------------------|--|
| 200 | Pcs | TN-2380 Toners (With Free Use of Printer) | 30 Days upon Issuance of PO and NTP. |  |
|-----|-----|---|--------------------------------------|--|

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 on **30 Days upon Issuance of PO and 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.

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 the items 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:



**HOMER S. CRUZ**  
Procurement Officer/ End- user

Approved by:

  
**ROWENA L. SALAS, MD**  
City Health Officer II

|                                      |
|--------------------------------------|
| CONFORME:                            |
| _____<br>Signature over Printed Name |
| _____<br>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.