



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 IT Equipment to be used for the Conduct of General Revision of Real Property of the City Assessor's Office in the City of San Fernando, Pampanga**

Location of the Project : **City Assessor's Office**

Company Name	Date : <b>May 13, 2025</b>
Address	PR No. : <b>2025-03-00735</b>

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Tuesday, May 20, 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	12	unit(s)	Laser Printer M404 mdl *Functions - Print *Print Speed - Black (normal) Up to 40 ppm (default); Up to 42 ppm (HP High Speed) *First page out (ready) black As fast as 6.1 sec *Resolution - (black) Fine Lines (1200 x 1200 dpi) *Resolution technology - HP FastRes1200, HP ProRes 1200, Economode *Monthly duty cycle - Up to 80,000 pages *Recommended monthly page volume - 750 to 4000 *Print Technology-Laser *Display - 2-line backlit LCD graphic display *Processor speed - 1200 MHz *Number of print cartridges - 1 (black) *Replacement cartridges - 76A Black LaserJet Toner Cartridge (~3,000 pages) *Paper trays, standard - 2 *Paper trays, maximum - 3 *Connectivity, standard - 1 Hi-Speed USB 2.0; 1 host USB at rear side Gigabit Ethernet 10/100/1000BASE-T network 802.3az(EEE) *Memory, standard - 256 MB *Memory, maximum - 256 MB *Paper handling input, standard - 100-sheet multipurpose Tray 1, 250-sheet input Tray 2 *Paper handling output, standard - 150-sheet output bin *Media sizes supported - Tray 1, Tray 2: Letter, legal, executive, Oficio (8.5 x 13 in), 4 x 6 in, 5 x 8 in, envelopes (No 10, Monarch); Optional Tray 3: Letter, legal, executive, Oficio (8.5 x 13 in), 4 x 6 in, 5 x 8 in *Dimensions (WXDXH) - 15 x 14.06 x 8.5 in *Dimensions Maximum (W XDXH) - 15 x 25 x			



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 IT Equipment to be used for the Conduct of General Revision of Real Property of the City Assessor's Office in the City of San Fernando, Pampanga**

Location of the Project : **City Assessor's Office**

<b>Item No.</b>	<b>Qty</b>	<b>Unit</b>	<b>Item Description</b>	<b>Remarks</b>	<b>Unit Price</b>	<b>Total</b>
			9.5 in *Weight - 18.12 Ib  With DATA and POWER CABLE)			
<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 IT EQUIPMENT TO BE USED FOR THE CONDUCT OF GENERAL REVISION OF REAL PROPERTY OF THE CITY ASSESSOR'S 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.

As provided for under Sec. 201 of Local Government Code (LGC) of 1991, all real property whether taxable or exempt shall be appraised at the current and fair market value prevailing in the locality where the property is situated.

Thus, under Sec. 219 provides that the provincial, city or municipal assessors of the municipalities within Metro Manila are shall undertake a general revision of real property assessments within two (2) years after the effectivity of the Local Government Code and every three (3) years thereafter.

The DOF and DILG issued a Joint Memorandum Circular No. 2010-001, dated October 20, 2010 enjoining all Provinces, Cites and the Municipality of Pateros, Metro Manila to prepare the Schedule of Market Value (SMVs) of Real Property and to Conduct General Revision of Property Assessments in their Respective Jurisdiction.

The City Government of San Fernando has undertaken the General Revision of Real Property Assessments and Classifications in 1996, 2008, and 2017. The City Assessor's Office religiously prepares the schedule of market values every three years in compliance to the Local Government for submission to the Sangguniang Panlungsod to be used as a basis for the general revision. The Approval of the general revision lies in the SP Ordinance.

Considering that the project is a manual distribution process, the City Assessor's Office personnel is needing IT Equipment in order to have a smooth and efficient preparation of documents needed for distribution of notice of assessments and issuance of various certifications. Supply and Delivery of IT Equipment to be used for the Conduct of General Revision of Real Property of the City Assessor's Office in the City of San Fernando, Pampanga is being proposed.

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

The Budgetary Requirement for the Supply and Delivery of IT Equipment to be used for the Conduct of General Revision of Real Property of the City Assessor's Office in the City of San Fernando, Pampanga is included in the PPMP with Ref. No. 2025-1823 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of FOUR HUNDRED TWENTY THOUSAND PESOS (P 420,000.00).

### III. OBJECTIVES

The objectives of the Supply and Delivery of IT Equipment to be used for the Conduct of General Revision of Real Property of the City Assessor's Office in the City of San Fernando, Pampanga are as follows:

1. To provide IT Equipment needed for issuance of documents such as notice of assessments of Real Property owners and to give efficiency on the operation of the project.
2. To ensure uninterrupted flow of operation through availability of IT Equipment needed.

### 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
12	unit(s)	<p>Laser Printer M404 mdl</p> <p>*Functions - Print</p> <p>*Print Speed - Black (normal) Up to 40 ppm (default); Up to 42 ppm (HP High Speed)</p> <p>*First page out (ready) black As fast as 6.1 sec</p> <p>*Resolution - (black) Fine Lines (1200 x 1200 dpi)</p> <p>*Resolution technology - HP FastRes1200, HP ProRes 1200, Economode</p> <p>*Monthly duty cycle - Up to 80,000 pages</p> <p>*Recommended monthly page volume - 750 to 4000</p> <p>*Print Technology-Laser</p> <p>*Display - 2-line backlit LCD graphic display</p> <p>*Processor speed - 1200 MHz</p> <p>*Number of print cartridges - 1 (black)</p> <p>*Replacement cartridges - 76A Black LaserJet Toner Cartridge (~3,000 pages)</p> <p>*Paper trays, standard - 2</p> <p>*Paper trays, maximum - 3</p>	20 days upon issuance of Purchase Order and Notice to Proceed	CGSO Central Storage

		<p>*Connectivity, standard - 1 Hi-Speed USB 2.0; 1 host USB at rear side Gigabit Ethernet 10/100/1000BASE-T network 802.3az(EEE)</p> <p>*Memory, standard - 256 MB</p> <p>*Memory, maximum - 256 MB</p> <p>*Paper handling input, standard - 100-sheet multipurpose Tray 1, 250-sheet input Tray 2</p> <p>*Paper handling output, standard - 150-sheet output bin</p> <p>*Media sizes supported - Tray 1, Tray 2: Letter, legal, executive, Oficio (8.5 x 13 in), 4 x 6 in, 5 x 8 in, envelopes (No 10, Monarch); Optional Tray 3: Letter, legal, executive, Oficio (8.5 x 13 in), 4 x 6 in, 5 x 8 in</p> <p>*Dimensions (WDXH) - 15 x 14.06 x 8.5 in</p> <p>*Dimensions Maximum (W XDXH) - 15 x 25 x 9.5 in</p> <p>*Weight - 18.12 lb With DATA and POWER CABLE</p>		
--	--	--	--	--

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 Purchase Order.

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 on 20 days upon issuance of Purchase Order and 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 Delivery Receipt.
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 IT Equipment 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 there is a violation to the Contract/ Agreement, prepare a Verified Report.

Prepared and submitted by:



**LUZ T. BAUTISTA, REA, Ph.D.**  
**City Assessor**  
**City Assessor's Office**

<b>CONFORME:</b>
_____ 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.*