



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 Laptop Computer to be used in relation to Bahay Pagbabago Operation and Monitoring Program for 2025 in the City of San Fernando, Pampanga**

Location of the Project : **Philippine National Police**

\_\_\_\_\_  
Company Name Date : **Jun 17, 2025**  
\_\_\_\_\_  
Address PR No. : **2025-06-01069**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Tuesday, June 24, 2025 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga.**

Canvassed by:

Approved by:

Camille C. Mendiola

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	1	unit(s)	Laptop Computer Processor: Intel Core 15 13 Gen or Higher Memory: 16GB DDR4 Storage: 512GB M.2 NVMe PCIe SSD Video Card: Nvidia Geforce Rtx3050 4GB GDDR6 Display: 15.6" Fhd IPS 144hz Webcam Wifi/Bluetooth Lan/Audio/Usb 3.0/Usb Type-C/HDMI Port Window 11 64bit  Must Include: Laptop Charger Wireless Mouse Bag			
<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 LAPTOP COMPUTER TO BE USED IN RELATION TO BAHAY PAGBABAGO OPERATION AND MONITORING PROGRAM 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.

The City of San Fernando Police Station is in need of Laptop Computer. In order to avoid impeding administrative compliance in the conduct of barangay drug clearing activities and documentation of this station, the Drug Clearing PNCO used her personal laptop to conduct activities within the area of responsibility of the City of San Fernando Police Station

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

The Budgetary Requirement for the Supply and Delivery of Laptop Computer to be used for the the conduct of barangay drug clearing activities and documentation in the City of San Fernando, Pampanga is included in the **PPMP** with **Ref. No. 2025-2130** and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **SEVENTY-ONE THOUSAND FIVE HUNDRED PESOS (P 71, 500.00)**.

#### **III. OBJECTIVES**

The objectives of the Supply and Delivery of Laptop Computer to be equipped with the PNP personnel in the City of San Fernando, Pampanga:

1. To design facilities that are safe, sustainable, compliant, efficient, and suit the demands of the community, stakeholders, and users.
2. To provide better police service to the constituents of the City of San Fernando.

#### **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
1	Unit	Laptop Computer  Processor: Intel Core 15 13 Gen or Higher  Memory:16GB DDR4  Storage: 512GB M.2 NVMe PCIe SSD  Video Card: Nvidia Geforce Rtx3050 4GB GDDR6  Display: 15.6" Fhd IPS 144hz  Webcam  Wifi/Bluetooth  Lan/Audio/Usb 3.0/Usb Type-C/HDMI Port  Window 11 64bit  Must Include:  Laptop Charger  Wireless Mouse  Bag	20 days upon Issuance of PO and NTP	City Central Storage, City of San Fernando, Pampanga

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 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 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.
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.
2. 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 Laptop Computer 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 by :

  
**PMSG RICHMER M SANTOS**  
Procurement Officer

Approved by:

  
**PLTCOL ROY AUGUSTUS F CALULOT**  
Chief of Police

<b>CONFORME:</b>
Signature over Printed Name
_____
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.*





