



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 Journals to be used at the City College of San Fernando, Pampanga**
Location of the Project : **City College of San Fernando, Pampanga**

Company Name

Date : **Aug 19, 2025**

PR No. : **2025-05-00998**

Address

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Tuesday, August 26, 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	6	issue(s)	MIT Technology Review			
2	6	issue(s)	Discover			
3	12	issue(s)	FEAST (Formerly known as Kerygma) (2024)			
4	6	issue(s)	Health and Lifestyle			
5	1	issue(s)	Philippine Management Review			
6	6	issue(s)	Fortune			
7	8	issue(s)	Journal of Entrepreneur			
8	3	issue(s)	Journal of Contemporary Accounting and Economics			
9	4	issue(s)	Philippine Journal of Science			
10	4	issue(s)	English Teaching Forum			
11	6	issue(s)	Modern English Teacher			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
12	2	issue(s)	Philippine Statistician (2021)			
13	4	issue(s)	Philippine Studies (2022)			
14	5	issue(s)	Reader's Digest Asia			
15	3	issue(s)	Budhi: A Journal of Ideas and Culture (2022)			
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 Journals to be used at the City College of San Fernando, Pampanga

I.BACKGROUND

The LRC plays a vital role in the research work and extent of learning of every individual. The promotion on love for knowledge necessary for mental growth and development is not only achieved through the continuous acquisition of books but is supported by subscribing to other rich sources of information like journals and other continuing resources or serials. Research has been made much easier by academic journals. Journals also offer a wide collection of scholarly articles that can be used for understanding the progress of knowledge in a research field and for developing ideas for further research.

Also, the LRC needs to meet the *CHED Memorandum Order (CMO) no. 22 series of 2021*, that the library should have a combination of print and electronic formats composed of local and foreign titles. The minimum number of periodical titles per library shall be at least 50 and copies shall be based on needs or total user population. For every major field of specialization, there shall be at least three (3) titles of professional journals, local and foreign publications, in a combination of print and electronic formats for each undergraduate program. It is within this purview that the lists of journals and magazines attached are requested for their inclusion in the collection of the CCSFP-LRC for the realization of the following objectives:

II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the Printing and Delivery of Journals to be used at the City College of San Fernando, Pampanga is included in the **PPMP with Ref No. 2025-230** and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **Ninety-Five Thousand Two Hundred Pesos Only (Php 95,200.00)**

III.OBJECTIVES

The objectives of the Printing and Delivery of Journals to be used at the City College of San Fernando, Pampanga are as follows:

1. Acquire the latest electronic references and other electronic resources in various formats to address the information research as well as the recreational needs of the LRC clientele;
2. Facilitate access to these resources through online platforms and install them on tablets donated to students, and;
3. Evaluate and update all LRC electronic references and other electronic information sources for extensive research, teaching and study.

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
6	Issue/s	MIT Technology Review	30 days upon the approval of the NTP	CGSO- Central Storage
6	Issue/s	Discover	30 days upon the approval of the NTP	CGSO- Central Storage
12	Issue/s	FEAST (Formerly known as Kerygma) (2024)	30 days upon the approval of the NTP	CGSO- Central Storage
6	Issue/s	Health and Lifestyle	30 days upon the approval of the NTP	CGSO- Central Storage
1	Issue/s	Philippine Management Review	30 days upon the approval of the NTP	CGSO- Central Storage
6	Issue/s	Fortune	30 days upon the approval of the NTP	CGSO- Central Storage
8	Issue/s	Journal of Entrepreneur	30 days upon the approval of the NTP	CGSO- Central Storage
3	Issue/s	Journal of Contemporary Accounting and Economics	30 days upon the approval of the NTP	CGSO- Central Storage
4	Issue/s	Philippine Journal of Science	30 days upon the approval of the NTP	CGSO- Central Storage
4	Issue/s	English Teaching Forum	30 days upon the approval of the NTP	CGSO- Central Storage
6	Issue/s	Modern English Teacher	30 days upon the approval of the NTP	CGSO- Central Storage
2	Issue/s	Philippine Statistician (2021)	30 days upon the approval of the NTP	CGSO- Central Storage
4	Issue/s	Philippine Studies (2022)	30 days upon the approval of the NTP	CGSO- Central Storage
5	Issue/s	Reader's Digest Asia	30 days upon the approval of the NTP	CGSO- Central Storage
3	Issue/s	Budhi: A Journal of Ideas and Culture (2022)	30 days upon the approval of the NTP	CGSO- Central Storage

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 upon the approval of the 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.
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 one (1) delivery receipt, and submit immediately to the Inspector or CGSO- PSMD together with two (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 quantity of *journals* with the stated specifications 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.
 - a. Evaluate the performance of the supplier/ contractor and in case there is a violation to the Contract/ Agreement, prepare a Verified Report.

Prepared by:


MICAH BLESSIE C. CALICDAN
CCSFP LIBRARIAN

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.