



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 2025 General Assembly of City Officials, Employees and Attached Agencies of the City Government of San Fernando, Pampanga**

Location of the Project : **City Human Resource Management Office**

Company Name

Date :

Oct 30, 2025

PR No. :

2025-10-01827

Address

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Thursday, November 6, 2025 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga**.

Canvassed by:

Approved by:

Monalyn M. Aquino
Administrative Assistant II

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	60	btl(s)	ALCOHOL, Ethyl, 500ml			
2	2370	pc(s)	ERASER, plastic/rubber			
3	2370	pc(s)	SIGN PEN, Medium tip, Black			
4	300	pc(s)	SIGN PEN, Medium tip, Red			
5	40	jar(s)	GLUE, all-purpose			
6	40	box(s)	STAPLE WIRE, standard			
7	2370	pc(s)	NOTEPAD, stick-on, 76mm x 100mm			
8	2370	pc(s)	STENO NOTEBOOK			
9	50	ream(s)	PAPER, MULTIPURPOSE A4			
10	50	ream(s)	PAPER, MULTIPURPOSE LEGAL			
11	60	pc(s)	INK CARTRIDGE, CANON CL-811, Colored			
12	60	pc(s)	INK CARTRIDGE, CANON CL-810, Black			
13	2370	pc(s)	ID Holder Case 4x3 inches			
14	2370	pc(s)	ID Lace with metal fastener			
15	2370	pc(s)	Plastic Certificate Holder			
16	50	pack(s)	Board Paper Cream - Legal Size 90gsm			
17	50	pack(s)	CARTOLINA, assorted colors			
18	150	pc(s)	MARKER, Permanent, Black			
19	40	pc(s)	MARKER, Permanent, Red			
20	300	roll(s)	TAPE, Transparent, 48mm			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
21	25	box(s)	FASTENER			
22	150	set(s)	MARKER, Flourscent			
23	25	box(s)	PAPER CLIP, vinyl/plastic coated, jumbo, 50mm			
24	25	box(s)	RUBBER BAND No. 18			
25	150	box(s)	DATA FILE BOX			
26	50	pc(s)	STAPLER, standard type			
27	50	box(s)	ENVELOPE, Expanding, Kraft			
28	50	pc(s)	STAMP PAD, felt			
29	25	btl(s)	INK, for stamp pad			
30	25	pc(s)	RULER, flexible, plastic, 450mm			
31	25	pc(s)	PENCIL SHARPENER			
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

SUPPLY AND DELIVERY OF SUPPLIES/MATERIALS TO BE USED FOR THE 2025 GENERAL ASSEMBLY OF CITY OFFICIALS, EMPLOYEES AND ATTACHED AGENCIES OF THE CITY GOVERNMENT OF SAN FERNANDO, PAMPANGA

I. BACKGROUND

The City Government of San Fernando, is once again a multi-awarded local government unit recognized for its excellence in governance, innovation, and public service across various sectors. This is evidenced by various regional and national-level awards and recognitions it received from 2024 to present such as its 2024 & 2025 ISO 9001:2015 re-certification; 2024 Child Friendly Local Governance Audit (CFLGA) Award; National Anti-Drug Abuse Council Performance Award; Gawad Sulayman Award; and Seal of Good Local Governance - DILG, Gawad Sulong Karapatan Regional Awardee 2024 – CHR Region 3; Gawad Makabata & Sebisiyong Matapat 2024 Awards – DSWD Region 3; Top PESO PEIS Implementer Award – DOLE Region 3; 2024 Tourism Destination of the Year; Pamana & Kalinaw Awards 2024 - DOT Region 3; high functionality ratings of its Anti-Drug Abuse Council, Persons with Disability Affairs Office, City Local Committee Against Trafficking and Violence Against Women and their Children and Local Council for the Protection of Children - DILG; Zero Audit suspensions, disallowances and charges based on SASDC issued by COA and other recognitions from national government agencies as well as other reputable private organizations.

For the City Government to ensure the sustainability and continuity of excellence in the delivery of its projects, programs and activities, the conduct of an assessment of the strengths, weaknesses and opportunities for improvement of the agency specifically its human resource is necessary. In addition, a teambuilding activity is also considered vital in sustaining the motivation and well-being of the LGU's workforce as we highly attribute the abovementioned awards and other achievements of the LGU to them.

In view of the above, the LGU aims to celebrate its past successes while making continuously improvement in its programs in the coming year through assessment, evaluation and development of strategic plans. Thus, an annual general assembly for all LGU employees and partner national government agencies is proposed.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply and Delivery of Supplies/Materials to be used for the 2025 General Assembly of City Officials, Employees and Attached Agencies of the City Government of San Fernando, Pampanga shall be charged to the City Human Resource Management Office's Training Fund and is included in the PPMP with Code No. 2025-1382 and is already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of NINE HUNDRED NINETY TWO THOUSAND SIXTY HUNDRED SEVENTY FIVE PESOS (P 992,675.00)

III. OBJECTIVE

The Materials shall be utilized during the conduct of General Assembly 2025 for City Government Employees and Personnel from its attached agencies.

IV. TERMS AND CONDITIONS

During the procurement process and delivery/ implementation of the contract, the end- user and the supplier/ contractor shall follow the product specification below:

a. Specifications/ Schedule of Requirements

Item No.	Unit	Particular	Quantity
1	pcs	ALCOHOL, Ethyl, 500ml	60
2	pcs	ERASER, plastic/rubber	2,370
3	pcs	SIGN PEN, Medium tip, Black	2,370
4	pcs	SIGN PEN, Medium tip, Red	300
5	jar	GLUE, all-purpose	40
6	box	STAPLE WIRE, standard	40
7	pcs	NOTEPAD, stick-on, 76mm x 100mm	2,370
8	pcs	STENO NOTEBOOK	2,370
9	ream	PAPER, MULTIPURPOSE A4	50
10	ream	PAPER, MULTIPURPOSE LEGAL	50
11	pcs	INK CARTRIDGE, CANON CL-811, Colored	60
12	pcs	INK CARTRIDGE, CANON CL-810, Black	60
13	pcs	ID Holder Case 4x3 inches	2,370
14	pcs	ID Lace with metal fastener	2,370
15	pcs	Plastic Certificate Holder	2,370
16	pack	Board Paper Cream - Legal Size 90gsm	50
17	pack	CARTOLINA, assorted colors	50
18	pcs	MARKER, Permanent, Black	150
19	pcs	MARKER, Permanent, Red	40
20	roll	TAPE, Transparent, 48mm	300
21	box	FASTENER	25
22	set	MARKER, Flourscent	150
23	box	PAPER CLIP, vinyl/plastic coated, jumbo, 50mm	25
24	box	RUBBER BAND No. 18	25
25	pcs	DATA FILE BOX	150
26	pcs	STAPLER, standard type	50
27	box	ENVELOPE, Expanding, Kraft	50
28	pcs	STAMP PAD, felt	50
29	btls	INK, for stamp pad	25
30	pcs	RULER, flexible, plastic, 450mm	25
31	pcs	PENCIL SHARPENER	25

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 on or before December 1, 2025.
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 that 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 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

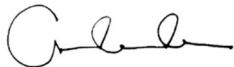
The deliverables of the supplier/ contractor shall be as follows:

- a. Provide the quantity of materials 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:



Laurence Andrade
Procurement Officer- CHRMO

Approved by:



Gian Carlo R. Angeles
CHRM Officer

CONFORME:

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.