



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 Letterhead to be used at the City Environment and Natural Resources Office in the City of San Fernando, Pampanga**  
Location of the Project : **City Environment and Natural Resources Office**

Company Name	Date : <b>Nov 19, 2025</b>
Address	PR No. : <b>2025-11-01959</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, November 25, 2025 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga.**

Canvassed by: **Monalyn M. Aquino**  
Administrative Assistant II

Approved by: **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	24	ream(s)	CENRO LETTER HEAD -A4 ,80gsm -colored -with City Logo -with CENRO Logo			
<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

### **Printing and delivery of CENRO letterhead to be used at the City Environment and Natural Resources 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), the Chief Executive shall exercise general supervision and control over all programs, projects, services, and activities of the local government.

The City Government of San Fernando (P), through the City Environment & Natural Resources Office (CENRO), is committed to the protection, preservation and conservation of the eco-system, through the implementation of different programs and services and the monitoring of households, and business establishments on the balance on development, economy and environmental management. The CENRO personnel monitors the implementation of Republic Act 9003, also known as the Ecological Solid Waste Management of 2000, Republic Act 8749, the Clean Air Act of 1999, Republic Act 9275, the Clean Water Act of 2004, and Republic Act 6969, the Toxic Substances and Hazardous and Nuclear Wastes Control Act of 1990.

The City Environment and Natural Resources Office strives to provide efficient, effective and timely provision and delivery of basic services in compliance with Republic Act 11032, known as the "Ease of Doing Business and Efficient Government Service Delivery Act of 2018,". This effort aims to streamline the current government service processes.

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

The budget requirement for the **Printing and delivery of CENRO letterhead to be used at the City Environment and Natural Resources Office in the City of San Fernando, Pampanga**, is included in the PPMP with Ref. No. 2025-2910 and has already been incorporated in the Annual Procurement Plan (APP) of the City Government, amounting to **FIFTY-FOUR THOUSAND PESOS ONLY (P 54,000.00)**.

#### **III. OBJECTIVES**

The objectives for the **Printing and delivery of CENRO letterhead to be used at the City Environment and Natural Resources Office in the City of San Fernando, Pampanga** are as follows:

1. To establish the identity of the office; and
2. To ensure professionalism in all official communications.

#### IV. TERMS AND CONDITIONS

During the procurement process and the 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
24	REAMS	CENRO LETTERHEAD - A4 ,80gsm -colored - with City Logo -with CENRO Logo	20 days after the issuance of Purchase Order	CGSO Central Storage, CFSP

##### b. Procurement Process

1. For the end-user, ensure the completion of required documents to proceed with the procurement process.
2. For the supplier/provider, ensure the timely submission of all documents required by the Bids and Awards Committee (BAC) for the procurement process, in accordance with the procurement schedule. This includes this TOR, duly signed by the end-user and agreed upon by the supplier/contractor.
3. If the procurement process extends into the following year, ensure that delivery adheres strictly to what is stipulated in the contract.
4. For the end-user, present this TOR clearly during the Pre-Bid Conference for the information of the prospective bidders (for Competitive/ Public Bidding), or have it presented by the Buyer with the assistance of the end-user (for Alternative Methods of Procurement).
5. Ensure that all required items are supplied upon issuance of DOC.
6. Comply with the provisions of the Procurement Law, regardless of the mode of procurement, whether through 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 specified delivery period.
2. The delivery period shall be **20 days after the issuance of Purchase Order.**
3. During the delivery, strictly adhere to the provisions outlined in the Terms and Conditions of the PO/ Contract, including the Delivery Schedule, Penalty clauses, and other relevant terms.

4. In case of changes to the Delivery Schedule and specifications, the end-user, through the Procurement Officer, shall coordinate with the CGSO-Procurement Management Division (PMD) to notify the supplier/contractor accordingly.
5. Coordination with the supplier/contractor shall be the function of the CGSO-PMD as part of its mandate.
6. For onsite delivery, ensure coordination with the Inspector from the CGSO-Property and Supply Management Division (PSMD) for an inspection of quantity and quality. Notify the supplier/contractor immediately of any concerns prior to 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 a Sales Invoice.
3. The CGSO-PSMD shall prepare the corresponding Inspection and Acceptance Report(s).

These documents will be used to notify the relevant offices, such as the City Accountant's Office (CAccO) and Commission on Audit (COA), for inclusion 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 required quantity of letterheads for the project/ program; and
- b. Strictly adhere to the specifications and deliver the requirements in accordance with the delivery schedule.

The deliverables of the City Government shall be as follows:

- a. Ensure on-time payment to the supplier/contractor i.e., within 15 days after the end of the month.
- b. The end-user shall monitor the delivery of requirements.
- c. The Procurement Officer shall assist in monitoring the delivery and ensuring on-time payment to the supplier.
- d. Provide necessary and readily available documents during the conduct of the post-audit.

- e. Evaluate the performance of the supplier/contractor, and in case of any violations to the Contract/Agreement, prepare a Verified Report.

prepared and submitted by:

~~RAYMOND MADEL ROSARIO~~  
Acting CENRO-I *MR*

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.