



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 at the Health Emergency Management Staff (HEMS) Unit of the City Health Office in the City of San Fernando, Pampanga**

Location of the Project : **City Health Office**

Company Name

Date : **Dec 15, 2025**

PR No. : **2025-12-02158**

Address

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Monday, December 22, 2025 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga**.

Canvassed by:

Approved by:

Lorraine Kate M. Escoto  
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	2	unit(s)	All-in-One Printer  -Print, Scan, Copy -Compact integrated tank design -Print speeds up to 15ipm for black and 8.0ipm for colour -Auto-Duplex Printing -Ethernet & Wi-Fi Direct -Seamless setup via Epson Smart Panel -Borderless Printing up to A4 size -Spill-free ink refilling  Must include: -Data Cable -Power Cable -1 set of Original Ink			
2	3	pc(s)	Presenter Pointer  -USB 2.4GHz Wireless PPT Powerpoint Presenter Pointer			



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<b>Item No.</b>	<b>Qty</b>	<b>Unit</b>	<b>Item Description</b>	<b>Remarks</b>	<b>Unit Price</b>	<b>Total</b>
			-Battery Capacity AAA -Effective distance: within 30 meters -Specification: Supports MS Word, excel, PowerPoint with page up and down function Presentations from up to 10 meters -Light Style: Beam Light 5MW  Package included: -1 Remote Control -1 USB Receiver			
3	50	pack(s)	CR2032 Lithium Battery (5 pcs/pack)			
<b>Total Amount:</b>						

After having carefully read and accepted your General Conditions, I quote you on the item at prices noted above.

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Printed Name/ Signature

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Tel No./ Cellphone No.

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Date

## TERMS OF REFERENCE

### Supply and Delivery of IT Equipment to be used at the Health Emergency Management Staff (HEMS) Unit of the City Health Office in the City of San Fernando, Pampanga

#### I. Background

IT equipment encompasses a wide array of technology used for creating, storing, processing, and communicating information. This includes both hardware and software components.

Having the right IT equipment is crucial for staying efficient and competitive in today's fast-paced business world. High-performance servers, network devices, and robust video conferencing tools can make a significant difference. Choosing the right IT equipment can enhance communication, improve workflow, and boost productivity.

#### II. Budgetary Requirement

Supply and Delivery of IT Equipment to be used at the Health Emergency Management Staff (HEMS) Unit of the City Health Office in the City of San Fernando, Pampanga is included in the PPMP with **Reference no. 2025-2474** and already included in the Annual Procurement Plan of the City Government, which is in the amount of **EIGHTY-TWO THOUSAND SIX HUNDRED PESOS (P 82,600.00)**.

#### III. Objective

The objectives of the Supply and Delivery of IT Equipment to be used at the Health Emergency Management Staff (HEMS) Unit of the City Health Office in the City of San Fernando, Pampanga are as follows:

1. Enables collaborative learning by providing visual aids that improve classroom interaction.
2. Increase time management and efficiency.
3. To provide efficient and reliable delivery of service in terms of administrative work
4. to increase the overall functioning speed of the office and its staff members

#### 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

Item No.	Qty	Unit	Item Description	Delivery Date	Location
1	1	unit(s)	All-in-One Printer  -Print, Scan, Copy -Compact integrated tank design -Print speeds up to 15ipm for black and 8.0ipm for colour -Auto-Duplex Printing -Ethernet & Wi-Fi Direct -Seamless setup via Epson Smart Panel -Borderless Printing up to A4 size -Spill-free ink refilling  Must include: -Data Cable -Power Cable -1 set of Original Ink	15 days upon issuance of NTP and PO	Central Storage, New Public Market, Brgy. Del Pilar, CSFP

2	3	pc(s)	Presenter Pointer -USB 2.4GHz Wireless PPT Powerpoint Presenter Pointer -Battery Capacity AAA - Effective distance: within 30 meters -Specification: Supports MS Word, excel, PowerPoint with page up and down function Presentations from up to 10 meters -Light Style: Beam Light 5MW  Package included: -1 Remote Control -1 USB Receiver		
3	50	packs(s)	CR2032-Lithium Battery (5 pcs/pack)		

**b. Procurement Process**

1. For the End- user, ensure the completion of the documents in order to proceed with the procurement process.
2. 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 confirmed 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. The supplier/contractor must have an existing legal Automotive Establishment with DTI/ BIR/ Permit and Issues Receipt/ Invoice for each service renders/ sale of goods.
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 15 days upon issuance of NTP and PO
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. Supplier agrees to supply & delivered the goods and perform the services applicable, on the terms set up in this agreement
7. Supplier shall not at it own expense pack, load and deliver goods to the delivery point with the invoicing, delivery terms and other instructions printed on the phase of the purchase order.
8. Supplier shall ensure the quality of goods in appropriate packaging.

9. Time is of the essence with respect of the delivery of goods.
10. Goods shall be delivered by the applicable delivery date.

**d. Inspection and Acceptance**

1. The CGSO- PSMD shall inspect and accept the delivery.
2. The supplier/contractor shall present the PO and Issue Charge invoice/ Sales Invoice.
3. The CGSO- PSMD shall prepare the corresponding Inspection and Acceptance Report/s such documents will be used on notifying the concerned offices on the delivery such as the City Accountant’s Office (CAccO) and the 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 supply being required by the project/ program; and
- b. Strictly follow the specifications and timely provision of requirements based on the delivery schedule.

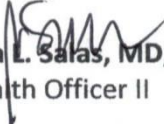
The deliverables of the City Government shall be as follows:

- a. On- time payment of the supplier/ contractor 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:

  
**Rachel Anne A. Uray, RN**  
 HEMS Nurse Coordinator

Approved by:

  
**Rowena L. Salas, MD, MHA**  
 City Health Officer II

CONFORME:
<hr style="border: 0.5px solid black;"/> Signature over Printed Name
<hr style="border: 0.5px solid black;"/> 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.

SAMPLE PICTURES

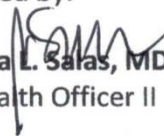
Clicker for Power Point Presentation-Laser Pointer



CR2032-Lithium Battery (5 pcs/pack)



Approved by:

  
Rowena L. Salas, MD, MHA  
City Health Officer II