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 Toners to be used at the City Administrator's Office - Business License and Permit Division for 2026 in the City of San Fernando, Pampanga**

Location of the Project : **City Administrator's Office - Business License And Permit Division**

_____
Company Name

_____
Address

Date : **Apr 13, 2026**

PR No. : **2026-01-00148**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Monday, April 20, 2026 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga**.

Canvassed by:

Rachelle M. Pangilinan

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	3	set(s)	TONER 85A (8 TONER/SET)			
2	1	set(s)	TONER COLOR: B, Y, M, C (20 TONERS/ SET)			
					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 Toners to be used at the City Administrators' Office - Business License and Permit Division for 2026 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.

In the Office of the City Administrator's Office – Business License and Permit Division of the City Government of San Fernando, Pampanga, shall carry out functions by providing quality business regulations services to the taxpayers as mandated by Ordinance No. 2017-033 Enacting the 2017 Revised Revenue Code and Market Code of the City of San Fernando, Pampanga.

The Business License and Permit Division strives to provide efficient, effective and timely provision and delivery of basic services in compliance with the provisions of Republic Act 11032, known as the "Ease of Doing Business and Efficient Government Service Delivery Act of 2018" and JMC No. 01 Series of 2021 "Guidelines for Processing Business Permits, Related Clearances and Licenses in All Cities and Municipalities", which aims to streamline the current systems and procedures of government services, hence, the Supply and Delivery of computer toners are necessary.

.II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply and Delivery of Toners to be used at the City Administrators' Office - Business License and Permit Division for 2026 in the City of San Fernando, Pampanga, is included in the PPMP with Ref. No. 2026-1700 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of P 117,376.00.

III. OBJECTIVES

The objectives of the supply, delivery of toners to be used at the City Administrator's Office – Business License and Permit Division in the City of San Fernando, Pampanga are as follows:

1. To ensure that office transactions should not be hamper;
2. To ensure clear, fast and efficient delivery of services; and
3. To provide customer satisfaction.

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
3	sets	Toner 85A (8TONERS/SET)	20 days after the issuance of Purchase Order and Notice to Proceed	GSO Central Storage, New Public Market, Del Pilar, CSFP
1	set	Toner Color: BYMC (20Toners/Set)		

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 to supply the requirements upon issuance of DOC.
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)/ Delivery Order Contract (DOC), No Delivery" Policy and comply with the delivery period.
   2. The Delivery Period shall be on **20 days after the 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 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 computer toners being required by the project/ program; and
b. Strictly follow the specifications and timely provision of requirements based on the delivery schedule.
c. Provide Free use of Service Laserjet Printer-Copier Unit'
d. Provide Free lifetime printer maintenance on BOTH labor and parts.
e. Provide Free delivery and installation.
f. 2 years warranty on our toners (guaranteed replacement if found defective).

The deliverables of the City Government shall be as follows:

a. On- time payment of the supplier/ contractor i.e., 15 days after the month.
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:

JENALYN Y. GONZALES
Procurement Officer
6498540 loc 162

Noted by:

SALVADOR S. CARIÑO, JR., MPA
Chief of Office

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.*