



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 Tokens for the Annual Assessment and General Assembly of the Offices of the City Vice-mayor and Sangguniang Panlungsod on December 2023 in the City Of San Fernando, Pampanga**

Location of the Project : **Office of the City Vice- Mayor**

Company Name

Address

Date : **Jul 28, 2023**

PR No. : **2023-07-01651**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Friday, August 4, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga.**

Canvassed by:

Approved by:

Francis Chester M. Flores

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	200	pax	Tokenns --Pastillas(1 box/250gms) --Yemas(1 box/250gms) --tarts(1 box/250gms) --Rice Cake (1 box/250gms)			
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 TOKENS TO BE SERVED AT THE ANNUAL ASSESSMENT AND GENERAL ASSEMBLY OF THE OFFICES OF THE CITY VICE-MAYOR AND SANGGUNIANG PANLUNGSOD IN DECEMBER 2023 IN THE CITY OF SAN FERNANDO, PAMPANGA

I. BACKGROUND

The Office of the City Vice-Mayor and the Office of the Sangguniang Panlungsod aim to provide excellent service to the Fernandinos through effective and timely legislations. To ensure this vision, the collaborative efforts of both offices and their personnel are vital. Thus, the assessment is done annually to strengthen social relations among personnel and redefine each member's roles.

II. BUDGETARY REQUIREMENT

QTY	UNIT	PARTICULARS	UNIT COST	AMOUNT
200	packs	Tokens: -Pastillas -Yemas -Tarts -Rice Cake	P500	P100,000.00
TOTAL				P100,000.00

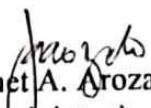
III. OBJECTIVES

1. To analyze the performance of the Sanggunian for the year 2023
2. To identify the strengths and weaknesses of the present legislative body and its outputs
3. To establish rapport for the new SP Members and staff with the old ones
4. To identify and internalize the organization's opportunities for development and growth for the term 2022-2025

IV. DELIVERABLES BY SUPPLIER AND BY THE CITY GOVERNMENT

1. The deliverable of the supplier/contractor shall be as follows:
 - a. Provide the items being required by the contractor
 - b. Assign a representative who will coordinate and comply with all the documentary requirements of the project such as signing of contract, notice to proceed and other pertinent documents
 - c. Send picture of delivery of meals to City Services Office (CGSO) storage division
2. The deliverable of the City Government shall be:
 - a. Serve as the Secretariat
 - b. Provide payment upon the completion of the service and appropriate billing documents

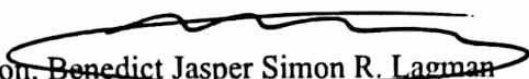
Prepared and Submitted by:


Janet A. Arozado
Administrative Aide IV

Checked by:


Carmelisa T. Santiago
Executive Assistant II

Approved by:


Hon. Benedict Jasper Simon R. Lagman
City Vice-Mayor

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.