



Republic of the Philippines

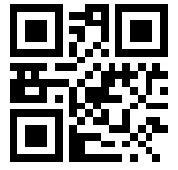
Province of Pampanga

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 Plaques/Lanterns for Stakeholders Day and Recognition of Top Taxpayers in the City of San Fernando, Pampanga**

Location of the Project : **City Treasurer's Office**

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

Date : **Jul 31, 2023**

PR No. : **2023-07-01695**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Monday, August 7, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga.**

Canvassed by: **Jannelle D.A. Tungcab**

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                    | 26  | pc(s) | Big Plaques/Lanterns<br>* 28 inch multi-colored Capiz Lamp<br>* Wooden base with metal plate (engraved details)<br>* Steady lightings    |         |            |       |
| 2                    | 57  | pc(s) | Medium Plaques/Lanterns<br>* 24 inch multi-colored Capiz Lamp<br>* Wooden base with metal plate (engraved details)<br>* Steady lightings |         |            |       |
| <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

### SUPPLY AND DELIVERY OF PLAQUES/LANTERNS FOR STAKEHOLDERS DAY AND RECOGNITION OF TOP TAXPAYERS IN THE CITY OF SAN FERNANDO, PAMPANGA

#### I. BACKGROUND

The City Treasurer's Office is one with the administration in its aim of becoming the model city for social and economic development. Through our vision which is to sustain the overall developmental projects, programs and activities of the city, the CTO is committed to continuously strengthen the collection of taxes, fees and charges. The Stakeholders Day and Recognition of Top Taxpayers is among our collection strategies. It is a program purposely hold to express our deep appreciation to the significant role of businesses and private partners in pursuit of our set targets and objectives.

#### II. BUDGETARY REQUIREMENT

The Budgetary Requirement for this project with assigned PPMP Ref. No. 2023-591, which is included in the Annual Procurement Plan of the City Government amounts to **TWO HUNDRED SEVENTY-FIVE THOUSAND PESOS (P 275,000.00)**.

#### III. OBJECTIVES

This project aims to establish and sustain effective partnerships with various stakeholders. In recognition of their valuable contribution to the city's undertakings, distribution of plaques/tokens of appreciation is imperative to this office.

#### IV. SCOPE OF SERVICES

The supplier/contractor shall follow the specifications/schedule as follows:

| Qty. | Unit | Item Description/<br>Specifications   | Delivery Date  | Location                                 |
|------|------|---|----------------|--|
| 26   | pcs. | Big Plaques/Lanterns * 28 inch multi-colored Capiz Lamp * Wooden base with metal plate (engraved details) * Steady lightings    | Sept. 12, 2023 | City Treasurer's Office, City Hall, CSFP |
| 57   | pcs. | Medium Plaques/Lanterns * 24 inch multi-colored Capiz Lamp * Wooden base with metal plate (engraved details) * Steady lightings |                |  |

**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 plaques/lanterns being required by the project/program
- b. Follow the specifications and schedule of the activity as indicated in the scope

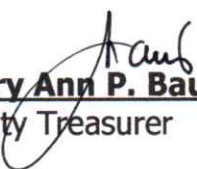
The deliverables of the City Government shall be as follows:

- a. The CTO shall provide the necessary documents relative to the procurement of plaques/lanterns
- b. The Procurement Officer shall assist in the monitoring, delivery and payment of the procured goods

Prepared and submitted by:

  
**Christian S. Laylo**  
Admin. Asst. III

Noted by:

  
**Mary Ann P. Bautista**  
City Treasurer

|  |
|--|
| CONFORME:  |
| _____<br>Signature Over Printed Name<br>of Supplier/Contractor |
| _____<br>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.*