



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 Office Equipment to be used at the City Treasurer's Office in the City of San Fernando, Pampanga**

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

Company Name

Date :

Mar 16, 2023

PR No. :

2023-03-00650

Address

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Thursday, March 23, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga**.

Canvassed by:

Approved by:

Lorraine Kate M. Escoto


 Atty. Jose Elmer Y. Teodoro
 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	7	unit(s)	Money Counting Machine Heavy Duty *Automatic Counting with Batching mode *Automatic UV (Ultraviolet) Counterfeit Detection *Automatic MG (Magnetic) Counterfeit Detection for other Currencies *Half-note and Double-note Detection			
2	35	unit(s)	Money Detector with UV Heavy Duty *Counterfeit Detector with ON/OFF Switch *Check the authenticity of money and credit cards *Traces all types of fluorescent marks *On/off switch with on/off indication *Power Consumption: 6W *Dimension: 27x10.3x12cm *Power Supply: AC220-230V			
3	3	unit(s)	Water Dispenser *Free standing water dispenser *Hot and cold *Compressor type cooling *With mini storage cabinet			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
			*420W *(L-12" W-12" H-34.5")			
4	1	unit(s)	Paper Shredder Heavy Duty *Feed Type: Auto Feed *Basket Type: Pull-out bin *Bin Capacity (litres): 23 *Can Shred: Staples, Credit Cards, Paper Clips *Cut Size (mm): 4 x 10 *Cut Type: Mini Cut *DIN Level - Paper: P-4 *Maximum Run Time (minutes): Up to 15 *Noise Reduction: SilentShred Technology *Advanced Safety: SafeSense® Technology *Shreds Per Page: 1559 *Average Shred Speed (mpm): 2.4 *Throat width (mm): 220			
5	1	unit(s)	Photocopying Machine Heavy Duty *25 copies per minute *Warm up time 20 secs *First output speed : 6 seconds *Memory : Standard: 1 GB, Maximum: 1.5 GB *Multiple copying: Up to 999 copies *Power consumption 1.28kw *Colored scanner *Network capable *Resolution 600dpi *Max paper size A3 *220 Volts *Copying process: Laser beam scanning & electro photographic printing			
Total Amount:						

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



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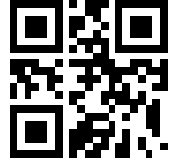
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Project Title : **Supply and Delivery of Office Equipment to be used at the City Treasurer's Office in the City of San Fernando, Pampanga**

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

Printed Name/ Signature

Tel No./ Cellphone No.

Date

TERMS OF REFERENCE

SUPPLY AND DELIVERY OF OFFICE EQUIPMENT TO BE USED AT THE CITY TREASURER'S OFFICE IN THE CITY OF SAN FERNANDO, PAMPANGA

I. BACKGROUND

The Local Government of San Fernando upholding to its vision of becoming the Model City of Countryside Development is committed in its implementation of various projects, programs and activities that will uplift the lives of the Fernandinos. The City Treasurer's Office being the collecting agent of the City aims to provide sufficient funding to the sustainable overall development program of the LGU. In lieu of this, procurement of office equipment is essential to efficiently facilitate the treasury operations.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement for this project with assigned PPMP Ref. No. 2023-2241, which is included in the Annual Procurement Plan of the City Government amounts to **SIX HUNDRED FIFTY TWO THOUSAND PESOS (P 652,000.00)**.

III. OBJECTIVES

This project aims to keep the CTO personnel on track with the office vision and mission. Provision of office equipment is part of its operations, thus, procurement of such is deemed necessary.

IV. SCOPE OF SERVICES

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

Qty.	Unit	Item Description/Specifications	Delivery Date	Location
7	unit(s)	Money Counting Machine Heavy Duty *Automatic Counting with Batching mode *Automatic UV (Ultraviolet) Counterfeit Detection *Automatic MG (Magnetic) Counterfeit Detection for other Currencies *Half-note and Double-note Detection	April to May 2023	CGSO Central Storage, CSFP

35	unit(s)	Money Detector with UV Heavy Duty *Counterfeit Detector with ON/OFF Switch *Check the authenticity of money and credit cards *Traces all types of fluorescent marks *On/off switch with on/off indication *Power Consumption: 6W *Dimension: 27x10.3x12cm *Power Supply: AC220-230V	April to May 2023	CGSO Central Storage, CSFP
3	unit(s)	Water Dispenser *Free standing water dispenser *Hot and cold *Compressor type cooling *With mini storage cabinet *420W *(L-12" W-12" H-34.5")		
1	unit(s)	Paper Shredder Heavy Duty *Feed Type: Auto Feed *Basket Type: Pull-out bin *Bin Capacity (litres): 23 *Can Shred: Staples, Credit Cards, Paper Clips *Cut Size (mm): 4 x 10 *Cut Type: Mini Cut *DIN Level - Paper: P-4 *Maximum Run Time (minutes): Up to 15 *Noise Reduction: SilentShred Technology *Advanced Safety: SafeSense® Technology *Shreds Per Page: 1559 *Average Shred Speed (mpm): 2.4 *Throat width (mm): 220		
1	unit(s)	Photocopying Machine Heavy Duty • 25 copies per minute • Warm up time 20 secs • First output speed : 6 seconds • Memory : Standard: 1 GB, Maximum: 1.5 GB • Multiple copying: Up to 999 copies • Power consumption 1.28kw • Colored scanner • Network capable • Resolution 600dpi • Max paper size A3 • 220 Volts • Copying process: Laser beam scanning & electro photographic printing		

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

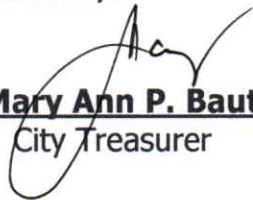
The deliverables of the City Government shall be as follows:

- a. The CTO shall provide the necessary documents relative to the procurement of office equipment
- 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:

Signature Over Printed Name of Supplier/Contractor

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.