



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 : **Printing and Delivery of Cashbook to be used at City Treasurer's Office in the City of San Fernando, Pampanga**
Location of the Project : **City Treasurer's Office**

Company Name
Date : **Aug 25, 2023**
PR No. : **2023-08-01838**

Address

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Friday, September 1, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga.**

Canvassed by:

Approved by:

Jannelle D.A. Tungcab


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	70	book(s)	Cashbook - Collector *6 column *Hardbound *Color yellow cover *In portrait format *Size 8.5" x 13" *Printed back to back per page *100 pages per book *With page number *With title and CSFP logo in front cover			
2	50	book(s)	Cashbook - Cash Advance *6 column *Hardbound *Color red cover *In portrait format *Size 8.5" x 13" *Printed back to back per page *100 pages per book *With page number *With title and CSFP logo in front cover			
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

PRINTING AND DELIVERY OF CASHBOOK TO BE USED AT 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 accountable forms is essential in order to enforce the collection of taxes, fees and charges.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement for this project with assigned PPMP Ref. No. 2023-3186, which is included in the Annual Procurement Plan of the City Government amounts to **ONE HUNDRED FORTY FOUR THOUSAND PESOS (P 144,000.00)**.

III. OBJECTIVES

This project aims to keep the CTO personnel on track with the office vision and mission. Provision of accountable forms is the very essence of collection, thus, procurement of it is deemed necessary.

IV. SCOPE OF SERVICES

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

Qty.	Unit	Item Description	Delivery Date	Location
70	books	Cashbook - Collector *6 column *Hardbound *Color yellow cover *In portrait format *Size 8.5" x 13" *Printed back to back per page *100 pages per book *With page number *With title and CSFP logo in front cover	October to December 2023	CGSO Central Storage, CSFP

50	books	Cashbook - Cash Advance *6 column *Hardbound *Color red cover *In portrait format *Size 8.5" x 13" *Printed back to back per page *100 pages per book *With page number *With title and CSFP logo in front cover	October to December 2023	CGSO Central Storage, CSFP
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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 cashbook 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 request for the procurement of cashbook
- 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

<p>CONFORME:</p> <p>_____ Signature Over Printed Name of Supplier/Contractor</p> <p>_____ Date</p>
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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.