



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 Printed Forms to be used for the Post Meat Establishment for 2023 in the City of San Fernando, Pampanga**
Location of the Project : **City Agriculture and Veterinary Office**

Company Name _____ Date : **Aug 14, 2023**
PR No. : **2023-08-01862**
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, August 18, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga.**

Canvassed by:

Approved by:

Ana Liza C. Zablan
Administrative Assistant III (Buyer III)


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	30	ream(s)	Order of Payment -Black & White -Long 216mm x 330mm -70 GSM -8 reams Arnel Santos -6 reams Alfredo Pangan -8 reams Cezar Isip -8 reams Ferdinand Serrano			
2	6	ream(s)	Post Meat Inspection -Black & White -Long 216mm x 330mm -70 GSM			
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

OFFICE : **CITY AGRICULTURE AND VETERINARY OFFICE**

PROJECT Printing and Delivery of Printed Forms to be used for the Post Meat Establishment for 2023 in the City of San Fernando, Pampanga

DATE : **October 2023**

The City Agriculture and Veterinary Office intends to procure of Printed Forms for Post Meat Establishment Inspection following the specific Terms of Reference for the procurement.

QUANTITY/ DESCRIPTION

Quantity	Heads	Description	Unit Price	Total Amount
6	reams	Post Meat Inspection Form -Black & White -Long 216x330mm -70 GSM	1,500.00	9,000.00
30	reams	Order of Payment -Black & White -Long 216x330mm -70 GSM	1,500.00	45,000.00

APPROVED BUDGET

- The approved Budget for the contract P 54,000.00 for the Printed Forms inclusive of all applicable taxes' insurances/bonds, permits, licenses and or other miscellaneous expenses and cost on the required Post Meat Establishment Inspection.

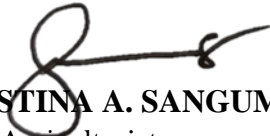
DELIVERY

- Deliveries should be made within office hours and on regular working days on or before the stipulated date in the PO unless otherwise specified for valid reason why the same cannot be complied with.
- Delivery will be on October 2023.

PAYMENT

- The payment shall be done within fifteen (15) working days upon submission of complete documents including, delivery (partial/full), upon issuance of Inspection and Acceptance Report by the authorized/designated representatives of CAVO.

Evaluate the performance of the supplier/ contractor and in case there is a violation to the Contract/ Agreement, prepare a Verified Report



CRISTINA A. SANGUMAY
City Agriculturist

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.