



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 Additional Letterhead to be used at the City Mayor's Office for the year 2023 in the City of San Fernando, Pampanga**

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

Company Name

Address

Date : **Aug 29, 2023**

PR No. : **2023-08-01970**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Tuesday, September 5, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga.**

Canvassed by:

Approved by:

Jolina B. Vital


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	25	ream(s)	CMO Letterhead Letter size 8.5 x 11 inches 80gsm Substance 24 with CSFP logo			
2	25	ream(s)	CMO Letterhead Legal size 8.5 x 14 inches 80gsm Substance 24 with CSFP logo			
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

Project Title : **Printing and Delivery of Letterhead(additional) to be used at the City Mayor's Office for the year 2023 in the City of San Fernando, Pampanga**

Project Location: **City of San Fernando, Pampanga**

Background:

The letterhead of the City Mayor's Office is used for technical writing such as various municipal orders, letters, certificates, and other necessary documents that are in need of formal issuance from the Mayor's Office of City Government and are addressed to the concerned individual or institution. This signifies a formal and well-presented document through the use of quality letterhead.

Objective/s

- To provide a formal and well-presented document coming from the City Mayor's Office, then address it to the concerned individual or institution.
- To comply with the needed letterhead for processing the various municipal orders, letters, certificates, and other necessary documents that are in need of formal issuance.

Budgetary Requirements:

The Approved Budget for the **Printing and Delivery of Letterhead(additional) to be used at the City Mayor's Office for the year 2023 in the City of San Fernando, Pampanga** is included in the PPMP with Reference Number 2023-3250 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of P78,125.00 amount in figure or Seventy Eight Thousand One Hundred Twenty Five Pesos amount in words.

Minimum Requirement for the Supplier

1. The Supplier must ensure the specifications and schedule of requirements indicated in the Purchase Order.
 - A. The Supplier must ensure the following details:

Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	ream(s)	CMO Letterhead Letter size 8.5 x 11 inches 80gsm Substance 24 with CSFP logo	25	1,500.00	37,500.00
2	ream(s)	CMO Letterhead Legal size 8.5 x 14 inches 80gsm Substance 24 with CSFP logo	25	1,625.00	37,500.00
TOTAL: P78,125.00					

TERMS OF REFERENCE

Project Title : **Printing and Delivery of Letterhead(additional) to be used at the City Mayor's Office for the year 2023 in the City of San Fernando, Pampanga**

Project Location: **City of San Fernando, Pampanga**

2. The concerned office thru the Designated Procurement Officer will inform the supplier for the whole details of the delivery at least 1 – 2 days before the event to provide the order as per approved Delivery Order Contract and Order List.
3. The supplier must be open for any changes and cancellation of orders for the unforeseen circumstances.
4. The supplier must be compliant with the IATF Health and Safety Protocols.
5. The Supplier must follow the procurement, delivery and inspection procedure set by the City Government of San Fernando, Pampanga for procured good and services.

Deliverables by the Supplier and City Government

The deliverables of the supplier shall be as follows:

- a. Provide the quantity of the supplies being required by the project/ program; and
- b. Strictly follow the specifications and timely provision of requirements based on the delivery schedule.

The deliverables of the City Government shall be as follows:

- a. On- time payment of the supplier i.e., 15 days after delivery regardless if the delivery is per month or Ordering Agreement.
- b. End- user shall monitor the delivery and completeness of requirements and documents to avoid delays.
- c. The Procurement Officer shall assist in the monitoring, delivery and on- time payment of the supplier.
- d. Provide necessary and readily- available documents such as during the conduct of post- audit.
- e. Evaluate the performance of the supplier/ contractor and in case there is a violation to the Contract/ Agreement, prepare a Verified Report.

TERMS OF REFERENCE

Project Title : **Printing and Delivery of Letterhead(additional) to be used at the City Mayor's Office for the year 2023 in the City of San Fernando, Pampanga**

Project Location: **City of San Fernando, Pampanga**

Prepared by:


Walter C. Navarro
Procurement Officer

Noted by:


REYMUNDO M. HIPOLITO JR.
Chief of Staff

Conforme:

Signature Above 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.