



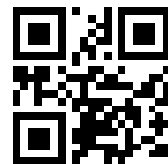
Republic of the Philippines  
Province of Pampanga

City of San Fernando

Office of the Bids and Awards Committee

## REQUEST FOR QUOTATION

(FM-CSFP-CGSO-39; Revision No.03; 04/01/2022)



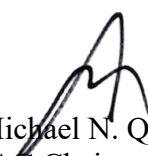
Project Title : **Supply and Delivery of Supplies/Materials to be used for Askal Operation in the City of San Fernando, Pampanga**  
Location of the Project : **City Agriculture and Veterinary Office**

\_\_\_\_\_  
Company Name  
Date : **Sep 1, 2023**  
PR No. : **2023-08-02013**  
\_\_\_\_\_  
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, September 7, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga.**

Canvassed by: \_\_\_\_\_ Approved by:

Camille C. Mendiola

  
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	107	pack(s)	Trash Bag XL ( 10's )			
2	1	unit(s)	10kgs table scale dial spring scale flat plate			
3	2	unit(s)	Mechanical Weighing Scale with anti slip surface analogue			
4	10	pc(s)	Pole 7/8 ( Straight ) Yantok			
5	10	pc(s)	Pole 7/8 ( Round ) Yantok			
6	1	roll(s)	Special Net Yard 100yards per roll			
7	20	pair(s)	Gardening Gloves Leather ( Long Sleeve )			
<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

OFFICE: CITY AGRICULTURE AND VETERINARY

PROJECT: Supply and Delivery of Supplies/Materials to be used for the Askal Operation 2023 in the City of San Fernando, Pampanga

DATE: October 2023

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The City Agriculture and Veterinary Office intends to procure supplies for Animal Impounding Center Operation/ Askal Operation following the specific Terms of Reference for the procurement.

### QUANTITY/DESCRIPTION:

Item Description	UOM	Qty	Unit Cost	Total
Gardening Gloves Leather ( Long Sleeve )	pair(s)	20	1,300.00	26,000.00
Special Net Yard 100yards per roll	roll(s)	1	17,000.00	17,000.00
Pole 7/8 ( Round ) Yantok	pc(s)	10	1,000.00	10,000.00
Pole 7/8 ( Straight ) Yantok	pc(s)	10	1,000.00	10,000.00
Mechanical Weighing Scale with anti slip surface analogue	unit(s)	2	1,000.00	2,000.00
10kgs table scale dial spring scale flat plate	unit(s)	1	1,500.00	1,500.00
Trash Bag XL ( 10's )	pack(s)	107	50	5,350.00

### APPROVED BUDGET

- The approved Budget for the contract P 71,850.00 for Animal Impounding Center Operation/ Askal Operation supplies inclusive of all applicable taxes' insurances/bonds, permits, licenses and or other miscellaneous expenses and cost on the required on the procurement.

## **DELIVERY/ IMPLEMENTATION PERIOD**

1. Strictly observe the “No Purchase Order (PO)/ Contracts, No Delivery” Policy and comply with the delivery period.
2. Delivery of supplies for Animal Impounding Center Operation/ Askal Operation of will be on October 2023.
3. During the delivery, strictly follow the provisions enumerated in the Terms and Condition of the PO/ Contract including the Delivery Schedule, Penalty, among others.
4. In case there is a change in the Delivery Schedule and specifications, the End- user through the Procurement Officer shall coordinate with the CGSO- Procurement Management Division (PMD) for the latter to advise the supplier/ contractor regarding the concern.
5. Coordination with the supplier/ contractor shall be the function of the CGSO- PMD as its mandate.

## **DELIVERABLES BY THE SUPPLIER/ CONTRACTOR AND THE CITY GOVERNMENT**

The deliverables of the supplier/ contractor shall be as follows:

- a. 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/ contractor i.e., 15 days after delivery regardless if the delivery is per month or Ordering Agreement.
- b. End- user shall monitor the delivery of requirements.
- 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.

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

Prepared and Submitted by:



**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 of program might be affected as well as the*