



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 Veterinary Drugs and Medicines to be used for the Askal Operation 2023 in the City of San Fernando, Pampanga**
Location of the Project : **City Agriculture and Veterinary Office**

Company Name

Date : **Sep 6, 2023**

PR No. : **2023-08-02014**

Address

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Wednesday, September 13, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga.**

Canvassed by:

Approved by:

Jeffrey Ross M. Navarro
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	105	vial(s)	Zoletil 50			
2	290	vial(s)	Potassium 20ml (plastic vial)			
3	3	btl(s)	Proxantel 50 tabs			
4	20	btl(s)	Vermifuge - (Vetmate 60ml)			
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: Supply and Delivery of Veterinary Medicines to be used for the Askal Operation 2023 in the City of San Fernando, Pampanga
DATE: October 2023

The City Agriculture and Veterinary Office intends to procure Veterinary Medicines for the Askal Operation following the specific Terms of Reference for the procurement.

QUANTITY/ DESCRIPTION

Item Description	UOM	Qty	Unit Cost	Total
Vermifuge - (Vetmate 60ml)	btl(s)	20	560	11,200.00
Proxantel 50 tabs	btl(s)	3	3,180.00	9,540.00
Potassium 20ml (plastic vial)	vial(s)	290	110	31,900.00
Zoletil 50	vial(s)	105	2,500.00	262,500.00

APPROVED BUDGET

- The approved Budget for the contract P 315,140.00 for the Veterinary Medicines for Askal Operation inclusive of all applicable taxes insurances/bonds, permits, licenses and or other miscellaneous expenses and cost on the required for Askal Operation.

DELIVERY/ IMPLEMENTATION PERIOD

1. Strictly observe the “No Purchase Order (PO)/ Contracts, No Delivery” Policy and comply with the delivery period.
2. During the delivery, strictly follow the provisions enumerated in the Terms and Condition of the PO/ Contract including the Delivery Schedule, Penalty, among others.
3. 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.
4. 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. Deliveries should be made with 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 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/ 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 performance of the supplier/contractor.