



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 Common Used Office Supplies to be used at the City Agriculture Veterinary Office for 2nd Semester of 2023 in the City of San Fernando, Pampanga subject to Ordering Agreement**

Location of the Project : **City Agriculture and Veterinary Office**

|              |                               |
|--------------|-------------------------------|
| Company Name | Date : <b>Oct 16, 2023</b>    |
| Address      | PR No. : <b>2023-08-01789</b> |

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Monday, October 23, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga**.

Canvassed by:

Approved by:

Joan D. Gutierrez

  
 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        | 100 | ream(s) | PAPER, MULTICOPY, Legal, 80gsm                            |         |            |       |
| 2        | 100 | ream(s) | PAPER, MULTICOPY, A4, 80 gsm r                            |         |            |       |
| 3        | 300 | pc(s)   | Blue Ball Pen   |         |            |       |
| 4        | 200 | pc(s)   | Ball Pen Black  |         |            |       |
| 5        | 20  | pack(s) | Board Paper special 220 gsm legal size, white, 10pcs/pack |         |            |       |
| 6        | 50  | pack(s) | Board Paper special 220 gsm A4 ( cream ) 10pcs/pack       |         |            |       |
| 7        | 30  | pad(s)  | NOTE PAD, stick on, 3" x 3"                               |         |            |       |
| 8        | 12  | pc(s)   | Sign Pen, Red, liquid/gel ink, 0.5mm needle tip           |         |            |       |
| 9        | 24  | pc(s)   | Sign Pen, Blue, liquid/gel ink, 0.5mm needle tip          |         |            |       |
| 10       | 36  | pc(s)   | Sign Pen, Black, liquid/gel ink, 0.5mm needle tip         |         |            |       |



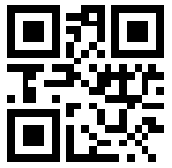
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## REQUEST FOR QUOTATION

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| Item No.             | Qty | Unit    | Item Description   | Remarks | Unit Price | Total |
|----------------------|-----|---------|--|---------|------------|-------|
| 11                   | 10  | set(s)  | Original Epson 003 Ink Black / Cyan / Magenta / Yellow / SET For L3110                             |         |            |       |
| 12                   | 5   | set(s)  | Genuine HP Printhead Ink Tank 310 Head Print Cartridge - BLACK & TRI-COLOR                         |         |            |       |
| 13                   | 16  | pack(s) | Post-it label, index sticker, classification mark sticker, translucent note, color indicator Strip |         |            |       |
| <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 OFFICE

PROJECT: Supply and Delivery of Common Used Office Supplies to be used at the City Agriculture Veterinary Office for 2nd Semester of 2023 in the City of San Fernando, Pampanga ( Request for Ordering Agreement )

DATE: November. 2023

The City Agriculture and Veterinary Office intends to procure Office Supplies the following are the specific Terms of Reference for the procurement.

## QUANTITY/ DESCRIPTION

| Item Description   | UOM     | Qty | Unit Cost | Total     |
|--|---------|-----|-----------|-----------|
| Post-it label, index sticker, classification mark sticker, translucent note, color indicator Strip | pack(s) | 16  | 30.00     | 480.00    |
| Genuine HP Printhead Ink Tank 310 Head Print Cartridge - BLACK & TRI-COLOR                         | set(s)  | 5   | 2,900.00  | 14,500.00 |
| Original Epson 003 Ink Black / Cyan / Magenta / Yellow / SET For L3110                             | set(s)  | 10  | 1,015.00  | 10,150.00 |
| Sign Pen, Black, liquid/gel ink, 0.5mm needle tip  | pc(s)   | 36  | 83.74     | 3,014.64  |
| Sign Pen, Blue, liquid/gel ink, 0.5mm needle tip   | pc(s)   | 24  | 83.74     | 2,009.76  |
| Sign Pen, Red, liquid/gel ink, 0.5mm needle tip  | pc(s)   | 12  | 83.74     | 1,004.88  |
| NOTE PAD, stick on, 3" x 3"  | pad(s)  | 30  | 19.00     | 570.00    |
| Board Paper special 220 gsm A4 ( cream ) 10pcs/pack  | pack(s) | 50  | 37.00     | 1,850.00  |
| Board Paper special 220 gsm legal size, white, 10pcs/pack  | pack(s) | 20  | 34.00     | 680.00    |
| Ball Pen Black   | pc(s)   | 200 | 6.00      | 1,200.00  |
| Blue Ball Pen  | pc(s)   | 300 | 6.00      | 1,800.00  |

|                                |         |     |        |           |
|--------------------------------|---------|-----|--------|-----------|
| PAPER, MULTICOPY, A4, 80 gsm   | ream(s) | 100 | 165.65 | 16,565.00 |
| PAPER, MULTICOPY, Legal, 80gsm | ream(s) | 100 | 189.18 | 18,918.00 |

APPROVED BUDGET

The approved Budget for the contract P 72,742.28 for the Office Supplies inclusive of all applicable taxes insurances/bonds, permits, licenses and or other miscellaneous expenses and cost on the required for Office Supplies. v

**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.