



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 Stickers for Weights and Measures, Tri-wheeler, Calesa and Motorized Tricycle to be used at the City Treasurer's Office in the City of San Fernando, Pampanga**
Location of the Project : **City Treasurer's Office**

Company Name _____ Date : **Oct 16, 2023**
PR No. : **2023-10-02389**
Address _____

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: **Joan D. Gutierrez** Approved by: **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	5000	pc(s)	Reflectorized Stickers for Weight and Measure (4 inches diameter)			
2	40	pc(s)	Reflectorized Stickers for Calesa (1x2 inches)			
3	800	pc(s)	Reflectorized Stickers for Tri-Wheeler (1x2 inches)			
4	3500	pc(s)	Reflectorized Stickers for Motorized Tricycle (1x2 inches)			
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

PRINTING AND DELIVERY OF STICKERS FOR WEIGHTS AND MEASURES, TRI-WHEELER, CALESA AND MOTORIZED TRICYCLE TO BE USED AT THE CITY TREASURER'S OFFICE IN THE CITY OF SAN FERNANDO, PAMPANGA

I. BACKGROUND

The Local Government of San Fernando upholding to its vision of becoming the Model City of Countryside Development is committed in its implementation of various projects, programs and activities that will uplift the lives of the Fernandinos. The City Treasurer's Office being the collecting agent of the City aims to provide sufficient funding to the sustainable overall development program of the LGU. In lieu of this, to effectively enforce the collection of taxes, fees and charges, the CTO operations require various supplies and equipment.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement for this project with assigned PPMP Ref. No. 2023-569, which is included in the Annual Procurement Plan of the City Government amounts to **FOUR HUNDRED THIRTY SIX THOUSAND EIGHT HUNDRED PESOS (P 436,800.00)**.

III. OBJECTIVES

This project aims to keep the CTO personnel on track with the office vision and mission. Provision of stickers for various fees and charges is part of its operations, thus, procurement of it is deemed necessary.

IV. SCOPE OF SERVICES

The supplier/contractor shall follow the specifications/schedule as follows:

Qty.	Unit	Item Description/Specifications	Delivery Date	Location
5000	pcs.	Reflectorized Stickers for Weight and Measure (4 inches diameter)	December 2023	CGSO Central Storage, CSFP
40	pcs.	Reflectorized Stickers for Calesa (1x2 inches)		
800	pcs.	Reflectorized Stickers for Tri-Wheeler (1x2 inches)		
3500	pcs.	Reflectorized Stickers for Motorized Tricycle (1x2 inches)		

V. DELIVERABLES BY THE SUPPLIER/CONTRACTOR AND THE CITY GOVERNMENT


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

- a. Provide the stickers being required by the project/program
- b. Follow the specifications and schedule of the activity as indicated in the scope

The deliverables of the City Government shall be as follows:

- a. The CTO shall provide the necessary documents relative to the procurement of stickers
- b. The Procurement Officer shall assist in the monitoring, delivery and payment of the procured goods

Prepared and submitted by:


Christian S. Laylo
Admin. Asst. III

Noted by:


Mary Ann P. Bautista
City Treasurer

CONFORME:
_____ Signature Over Printed Name of Supplier/Contractor
_____ Date

Note: The 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.