



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 by the Election Committee for October 30, 2023 Barangay and SK Elections in the City of San Fernando, Pampanga**

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

	Date :	Oct 12, 2023
Company Name	PR No. :	2023-10-02402
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 16, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga.**

Canvassed by:

Approved by:

Ana Liza C. Zablan
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	1000	pc(s)	Ballpen, Black			
2	15	ream(s)	Bond Paper, Long, 80gsm			
3	15	ream(s)	Bond Paper, Short, 80gsm			
4	10	pc(s)	Clipboard with cover, long, pvc material, vertical			
5	10	pc(s)	Cutter Knife, Heavy Duty			
6	310	pc(s)	Flashlight, rechargeable			
7	1100	pc(s)	Folder, 14 pts, Legal (brown outside & white inside)			
8	10	kg(s)	G.I. Wire, #16			
9	250	pc(s)	I.D. Holder, size 5.80" x 4.10"			
10	250	pc(s)	I.D. Lace, color Black or White			
11	50	cart(s)	Ink Cartridge, Canon 810, Black			
12	50	cart(s)	Ink Cartridge, Canon 811, Colored			



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

Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
13	24	pc(s)	Marker, permanent, black			
14	1	roll(s)	Nylon Rope, 1 cm			
15	20	roll(s)	Tape, packaging, 48mm 2"			
16	5	pc(s)	Padlock, Heavy duty, 80mm			
17	271	pc(s)	Plastic Envelope with handle, Long, color BLUE			
18	20	pc(s)	Plastic Envelope with handle, Long, color CLEAR			
19	93	pc(s)	Plastic Envelope with handle, Long, color GREEN			
20	185	pc(s)	Plastic Envelope with handle, Long, color YELLOW			
21	10	roll(s)	Plastic Rope, straw			
22	10	pc(s)	Scissors, big			
23	25	pack(s)	Special Paper, 220 GSM, color White			
24	10	box(s)	Staple Wire, #35			
25	15	pc(s)	Stapler #35 with staple wire remover			
26	100	pack(s)	Sticker Paper, color White			
27	10	pc(s)	Storage and Organizing Box, 155 L, heavy duty			
28	5	cart(s)	Toner, Gestetner M2701			
Total Amount:						

After having carefully read and accepted your General Conditions, I quote you on the item at prices noted above.



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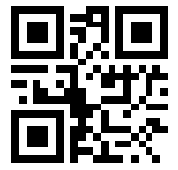
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Location of the Project :

City Treasurer's Office

Printed Name/ Signature

Tel No./ Cellphone No.

Date

TERMS OF REFERENCE

SUPPLY AND DELIVERY OF SUPPLIES/MATERIALS TO BE USED BY THE ELECTION COMMITTEE FOR OCTOBER 30, 2023 BARANGAY AND SK ELECTIONS 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 well known to be an advocate of transparency and accountability in the delivery of public service. The City Treasurer's Office being one of the core offices that cater frontline services and perform other powers and functions as stated in the Local Government Code of 1991 adheres to these governance tools. Pursuant to Sec. 2 (d) of the Omnibus Election Code, local treasurers are mandated to perform specific functions in the National and Local Elections.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement for this project with assigned PPMP Ref. No. 2023-601, which is included in the Annual Procurement Plan of the City Government amounts to **FOUR HUNDRED EIGHTY FOUR THOUSAND SIX HUNDRED SEVENTY THREE PESOS AND EIGHTY SEVEN CENTAVOS (P 484,673.87)**.

III. OBJECTIVES

This project aims to support the CTO in performing its mandated duties and responsibilities. Provision of various supplies is part of its operations, thus, procurement of such is deemed necessary.

IV. SCOPE OF SERVICES

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

Qty.	Unit	Item Description/Specification	Delivery Date	Location
1000	pc(s)	Ballpen, Black	October 2023	City Treasurer's Office, Sto. Rosario CSFP
15	ream(s)	Bond Paper, Long, 80gsm		
15	ream(s)	Bond Paper, Short, 80gsm		
10	pc(s)	Clipboard with cover, long, pvc material, vertical		
10	pc(s)	Cutter Knife, Heavy Duty		

310	pc(s)	Flashlight, rechargeable	October 2023	City Treasurer's Office, Sto. Rosario CSFP
1100	pc(s)	Folder, 14 pts, Legal (brown outside & white inside)		
10	kg(s)	G.I. Wire, #16		
250	pc(s)	I.D. Holder, size 5.80" x 4.10"		
250	pc(s)	I.D. Lace, color Black or White		
50	cart(s)	Ink Cartridge, Canon 810, Black		
50	cart(s)	Ink Cartridge, Canon 811, Colored		
24	pc(s)	Marker, permanent, black		
1	roll(s)	Nylon Rope, 1 cm		
20	roll(s)	Tape, packaging, 48mm 2"		
5	pc(s)	Padlock, Heavy duty, 80mm		
271	pc(s)	Plastic Envelope with handle, Long, color BLUE		
20	pc(s)	Plastic Envelope with handle, Long, color CLEAR		
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10	pc(s)	Scissors, big		
25	pack(s)	Special Paper, 220 GSM, color White		
10	box(s)	Staple Wire, #35		
15	pc(s)	Stapler #35 with staple wire remover		
100	pack(s)	Sticker Paper, color White		
10	pc(s)	Storage and Organizing Box, 155 L, heavy duty		
5	cart(s)	Toner, Gestetner M2701		

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

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

- a. Provide the quantity of supplies 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 supplies
- 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.