



REQUEST FOR QUOTATION

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



Project Title : **Supply and Delivery of Tokens to be given during the Cooperative Year - End Assessment on December 2023 in the City of San Fernando Pampanga**
Location of the Project : **City Agriculture and Veterinary Office**

Company Name _____ Date : **Nov 16, 2023**
PR No. : **2023-11-02767**
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, November 23, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga.**

Canvassed by: _____ Approved by: _____

Janelle D.A. Tungcab


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	50	basket(s)	Tokens Imported Goods Christmas Basket with Ribbon Corn Beef 260g Luncheon Meat 260g Mayonnaise 32oz Orange Juice 1 liter Fruit Cocktail Chopped Ham Coffee Creamer 400g Coffee 185g Spaghetti Sauce and Noodles Chocolates Imported Wine All Purpose Cream 250ml Condense Milk 370g Fresh Milk Olive Oil			
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 Tokens to be given during the Cooperative Year -
End Assessment on December 2023 in the City of San Fernando
Pampanga

DATE : December 2023

The City Agriculture and Veterinary Office intends to procure Tokens to be given during the Cooperative Year - End Assessment in the City of San Fernando, Pampanga following the specific Terms of Reference for the procurement.

QUANTITY/ DESCRIPTION

Item Description	UOM	Qty	Unit Cost	Total
------------------	-----	-----	-----------	-------

Tokens Imported Goods Christmas Basket with Ribbon Corn Beef 260g Luncheon Meat 260g Mayonnaise 32oz Orange Juice 1 liter Fruit Cocktail Chopped Ham Coffee Creamer 400g Coffee 185g Spaghetti Sauce and Noodles Chocolates Imported Wine All Purpose Cream 250ml Condense Milk 370g Fresh Milk Olive Oil				
	basket(s)	50	3,000.00	150,000.00

APPROVED BUDGET

- The approved Budget for the contract is P 150,000.00 for the Tokens inclusive of all applicable taxes’ insurances/bonds, permits, licenses, and or other miscellaneous expenses and costs on the required Tokens to be given during the Cooperative Year - End Assessment in the City of San Fernando, Pampanga.

QUANTITY

- Please see the PR.

DELIVERY

- Deliveries should be made within 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.
- Delivery will be on December 2023.

PAYMENT

- The payment shall be done within fifteen (15) working days upon submission of complete documents including, delivery (partial/full), upon issuance of Inspection and Acceptance Report by the authorized/designated representatives of CAVO.

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/ program might be affected as well as the performance of the supplier/contractor.