



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 Letterheads, Calling Cards and Card Envelopes to be used at the Office of the Sangguniang Panlungsod in the City of San Fernando, Pampanga**

Location of the Project : **Office of the Sangguniang Panlungsod**

Company Name

Date :

**Nov 30, 2023**

PR No. :

**2023-11-02900**

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, December 4, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga**.

Canvassed by:

Approved by:

Camille C. Mendiola

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	85	ream(s)	Customized Letterhead - Size: 8.5" x 13" - Substance 80gsm			
2	65	ream(s)	Customized Letterhead - Size: 8.3" x 11.7" - Substance 80gsm			
3	65	box(s)	Customized Calling Cards (SP Member) - 100 pcs per box			
4	130	bundle(s)	Customized Calling Card Envelope (SP Member) - 100 pcs per bundle			
5	130	bundle(s)	Customized Card Envelope (SP Member) - Size: 5.2" x 4.1" - 100 pcs per bundle			
6	195	pad(s)	Customized Desk Pad - Full Colored			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
			- Size: 4.25" x 5.5"			
7	195	pad(s)	Customized Desk Pad - Full Colored - Size: 2.125" x 2.75" (1/4)			
<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

### Printing and Delivery of Letterheads, Calling Card and Card Envelopes to be used at the Office of the Sangguniang Panlungsod

#### I. BACKGROUND

Pursuant to the Republic Act No. 7160 otherwise known as the Local Government Code of 1991 particularly Chapter 3 Section 48, *Local legislative power shall be exercised by the Sangguniang Panlalawigan for the province; the Sangguniang Panlungsod for the city; the Sangguniang bayan for the municipality; and the Sangguniang Barangay for the Barangay.*

Further, Section 458 (a) of the Code provides that *the Sangguniang Panlungsod, as the legislative body of the city, shall enact ordinances, approve resolutions and appropriate funds for the general welfare of the city and its inhabitants pursuant to section 16 of the Code and in the proper exercise of the corporate powers of the city as provided for under section 22 of the Code, and shall: (1) Approve ordinances and pass resolutions necessary for an efficient and effective city government, among others.*

To help the Sangguniang Panlungsod Members perform their functions and daily operations at their respective Committees and offices, the provision of deskpad, calling card, envelope and letterhead, is deemed necessary.

#### II. BUDGETARY REQUIREMENT

The Budgetary Requirement is included in the PPMP with the Ref. No. 2023-4116 and is already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of Nine Hundred Fifty Thousand Pesos Only (PhP950,000.00).

#### III. OBJECTIVE

The objective of the printing and delivery of letterheads, calling card, and card envelopes to be used at the OSP is to ensure the provision of Office Supplies for the effective, efficient, and active performance of their respective functions.

#### IV. TERMS AND CONDITIONS

During the procurement process and delivery/ implementation of the contract, the end-user and the supplier/ contractor shall:

Print and deliver the following:

Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
85	reams	Customized letterhead -size 8.5" x13" -substance 80gsm	December 2023	Central Storage
65	reams	Customized letterhead -size 8.3" x11.7" -substance 80gsm	December 2023	Central Storage



65	boxes	Customized Calling Cards (SP Member) -100 pcs per box	December 2023	Central Storage
130	bundles	Customized Calling Card Envelope (SP Member) -100 pcs per bundle	December 2023	Central Storage
130	bundles	Customized Card Envelope (SP Member) -Size 5.2" x 4.1" -100 pcs per bundle	December 2023	Central Storage
195	pads	Customized Desk Pad -Full Colored -Size 4.25" x 5.5"	December 2023	Central Storage
195	pads	Customized Desk Pad -Full Colored -Size 2.125" x 2.75"	December 2023	Central Storage

If the procurement process reaches the ensuing year, observe that the allowed delivery is only up to what is stipulated in the contract.

All Office supplies must be delivered on time as agreed upon in a clean, well packed in sealed containers.

#### **V. DELIVERY BY PROVIDER AND THE CITY GOVERNMENT**

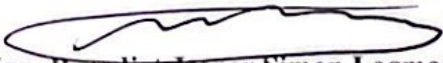
1. The deliverables of the supplier/ contractor shall be as follows:
  - Provide the items being required by the office of the Office of the Sangguniang Panlungsod
  - Assign a representative who will coordinate and comply with all the documentary requirements of the project such as signing of contract, notice to proceed and other pertinent documents
  - Deliver to City Services Office (CGSO) storage division
2. The deliverable of the City Government shall be:
  - Serve as the Secretariat
  - Provide payment upon the completion of the service and appropriate billing documents

Prepared and submitted by:



**Marlene Yalung**

Noted by:



**Hon. Benedict Jasper Simon Lagman**  
City Vice Mayor

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/proaram miah be affected as well as the performance of the supplier/contractor.*