



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 Customized Certificate Jacket 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. : **2023-11-02903**  
\_\_\_\_\_  
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:

Lorraine Kate M. Escoto

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)	Customized Certificate Jacket - Soft Leather Cover with Gold colored hardware on the edges - With Gold Embossed Logo of the SP - Size: 8.5" x 13" (Legal)			
<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

### Supply and Delivery of Additional Office Supplies (Certificate Jacket) 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.*

Accordingly, Section 59 (c) of the Code provides *that the gist of all ordinances with penal sanctions shall be published in a newspaper of general circulation within the province where the local legislative body concerned belongs. In the absence of any newspaper of general circulation within the province, posting of such ordinances shall be made in all municipalities and cities of the province where the Sanggunian of origin is situated.*

The Sanggunian also issues Resolutions commending and recognizing certain organizations and individuals who contribute significantly to the community. These Resolutions and/or Ordinances are printed and are handed to these entities and need to be enclosed in decent and proper certificate holders.

#### II. BUDGETARY REQUIREMENT

The Budgetary Requirement is included in the PPMP with the Ref. No. 2023-4117 and is already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of FIVE HUNDRED THOUSAND PESOS (P 500,000.00).

#### III. OBJECTIVE

The Sanggunian issues Resolutions commending and recognizing certain organizations and individuals who contribute significantly to the community. These Resolutions and/or Ordinances are printed and are handed to these entities and need to be enclosed in decent and proper certificate holders. To maintain and uphold the prestige of the Resolutions, an appropriate certificate holder is necessary to be utilized.

#### IV. TERMS AND CONDITIONS

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

Provide and deliver the following

<b>Qty.</b>	<b>Unit</b>	<b>Item Description/ Specifications</b>	<b>Delivery Date</b>	<b>Location</b>
1000	pcs	Customized Certificate Jacket -Soft Leather Cover with gold Colored Hardware on the Edges -With gold embossed logo of the SP -size: 8.5"x13"(legal)	December 2023	Central Storage


If the procurement process reaches the ensuing year, observe that the allowed delivery in 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.

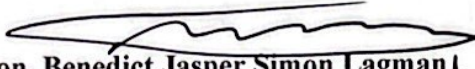
#### **V. DELIVERY BY PROVIDER AND THE CITY GOVERNMENT**

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