



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 Printed Forms and Tarpaulin to be used for the Askal Operation 2024 in the City of San Fernando, Pampanga**

Location of the Project : **City Agriculture and Veterinary Office**

Company Name _____ Date : **Feb 29, 2024**

PR No. : **2024-02-00398**

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, March 7, 2024 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga.**

Canvassed by:

Approved by:

Monalyn M. Aquino
Administrative Aide VI (Buyer II)

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	2	ream(s)	Certificate of Appearance -legal size 216mmx 330mm -70gsm -black and white			
2	2	ream(s)	Notice of Impoundment -legal size 216mmx 330mm -70gsm -black and white			
3	3000	pc(s)	IEC leaflets on Anti-Rabies(itali at pabakunahan si Bantay at Muning) -size A4 -colored -Sub 80gsm			
4	834	pc(s)	IEC leaflets on Dogpound/ Askal Operation -size A4 -colored -Sub 80gsm			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
5	150	pc(s)	Tarpaulin on Itali at Pabakunahan si Muning -Size 2ft by 2.5ft			
6	150	pc(s)	Tarpaulin on Dogpound/ Askal Operation -Size 2ft by 2.5ft			
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: Printing and Delivery of Printed Forms and Tarpaulin to be used for the Askal Operation 2024 in the City of San Fernando, Pampanga
DATE: April 2024

The City Agriculture and Veterinary Office intends to procure printed forms for the Askal Operation following the specific Terms of Reference for the procurement.

QUANTITY/ DESCRIPTION

Qty	UOM	Item Description	Unit Cost	Total
150	pc(s)	Tarpaulin on Dogpound/ Askal Operation -Size 2ft by 2.5ft	225	33,750.00
150	pc(s)	Tarpaulin on Itali at Pabakunahan si Muning -Size 2ft by 2.5ft	225	33,750.00
834	pc(s)	IEC leaflets on Dogpound/ Askal Operation -size A4 - colored -Sub 80gsm	25	20,850.00
3,000.00	pc(s)	IEC leaflets on Anti-Rabies(itali at pabakunahan si Bantay at Muning) -size A4 - colored -Sub 80gsm	25	75,000.00
2	ream(s)	Notice of Impoundment -legal size 216mmx 330mm - 70gsm -black and white	1,500.00	3,000.00
2	ream(s)	Certificate of Appearance -legal size 216mmx 330mm - 70gsm -black and white	1,500.00	3,000.00

APPROVED BUDGET

- The approved Budget for the contract P 169,350.00 for the printed forms for Askal Operation inclusive of all applicable taxes insurances/bonds, permits, licenses and or other miscellaneous expenses and cost on the required for Askal Operation.

DELIVERY/ IMPLEMENTATION PERIOD

1. Strictly observe the “No Purchase Order (PO)/ Contracts, No Delivery” Policy and comply with the delivery period.
2. During the delivery, strictly follow the provisions enumerated in the Terms and Condition of the PO/ Contract including the Delivery Schedule, Penalty, among others.
3. In case there is a change in the Delivery Schedule and specifications, the End- user through the Procurement Officer shall coordinate with the CGSO- Procurement Management Division (PMD) for the latter to advise the supplier/ contractor regarding the concern.
4. Coordination with the supplier/ contractor shall be the function of the CGSO- PMD as its mandate.
5. For onsite delivery, ensure the coordination with the Inspector from the CGSO- Property and Supply Management Division (PSMD) for the inspection of the delivery

DELIVERABLES BY THE SUPPLIER/CONTRACTOR AND THE CITY GOVERNMENT

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

- a. Deliveries should be made with 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 and
- b. Strictly follow the specifications and timely provision of requirements based on the delivery schedule

The deliverables of the City Government shall be as follows:

- a. On- time payment of the supplier/ contractor i.e., 15 days after delivery regardless if the delivery is per month or Ordering Agreement.
- b. End- user shall monitor the delivery of requirements.
- c. The Procurement Officer shall assist in the monitoring, delivery and on- time payment of the supplier.
- d. Provide necessary and readily- available documents such as during the conduct of post-audit.

Evaluate the performance of the supplier/ contractor and in case there is a violation to the Contract/ Agreement, prepare a Verified Report

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