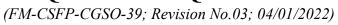


Republic of the Philippines Province of Pampanga City of San Fernando

Office of the Bids and Awards Committee







Date

Project Title: Location of the Project:			Printing and Delivery of Printed Forms to be used for the Slaughterhouse Operation for 2024 in the City of San Fernando, Pampanga City Agriculture and Veterinary Office				
			Company Name		Date PR N		Mar 12, 2024 2024-03-00455
			Address				
represe Pilar, (entativ C ity o f	e not later f San Feri	vest price on the item/s listed below ar than Tuesday, March 19, 2024 10:00 Al nando, Pampanga.	M at CGS(
Canvas	sseu by	y .	Approv	eu by.		Λ	
		Jannel	le D.A. Tungcab	Engr. Michael N. Quizon, Jr. BAC Chairperson			
NOTE:		2. DELIVERY 3. WARRANT DATE OF A	IES MUST BE READABLE PERIOD WITHIN CALENDAR DAYS Y SHALL BE FOR A PERIOD OF SIX (6) MONTHS FOR SU ACCEPTANCE BY THE PROCURING ENTITY LIDITY SHALL BE FOR A PERIOD OF CALENDAR D			1	OUIPMENT, FROM
Item No.	Qty	Unit	Item Description	Rema	arks	Unit Price	Total
1	300	pad(s)	Meat Inspection Certificate (Slaughter) - Colored -Size 4 1/2 x 6 1/2 -70gms				
2	674	pad(s)	Meat Inspection Certificate (Poultry) - Colored -Size 4 1/2 x 6 1/2 -70gms				
3	3	ream(s)	TALLY SHEET SLAUGHTERHOUSESIZE 216mm x 330mm70GSMBlack and White				
4	6	ream(s)	DAILY INCOMING REPORTSIZE 216mm x 330mm70GSMBlack and White				
5	10	ream(s)	REQUEST SLIPSIZE 216mm x 330mm70GSMBlack and White				
				Total	Amoun	t:	
After l	naving	carefully	read and accepted your General Condition	ns, I quote	you on	the item at pric	es noted above.
					I	Printed Name/	Signature
						Tel No./ Cellpl	none No.

TERMS OF REFERENCE

OFFICE: CITY AGRICULTURE AND VETERINARY

PROJECT: Printing and Delivery of Printed Forms to be used

for the Slaughterhouse Operation for 2024 in the City

of San Fernando, Pampanga

DATE: April 2024

The City Agriculture and Veterinary Office intends to procure Printed Forms to be used for the Slaughterhouse Operation for 2024 following the specific Terms of Reference for the procurement.

QUANTITY/DESCRIPTION:

Qty	UOM	Item Description	Unit Cost	Total
10	ream(s)	REQUEST SLIPSIZE 216mm x 330mm70GSMBlack and White	1,500.00	15,000.00
6	ream(s)	DAILY INCOMING REPORT -SIZE 216mm x 330mm70GSM -Black and White	1,500.00	9,000.00
3	ream(s)	TALLY SHEET SLAUGHTERHOUSESIZE 216mm x 330mm70GSMBlack and White	1,500.00	4,500.00
674	pad(s)	Meat Inspection Certificate (Poultry) - Colored -Size 4 1/2 x 6 1/2 -70gms	75	50,550.00
300	pad(s)	Meat Inspection Certificate (Slaughter) - Colored -Size 4 1/2 x 6 1/2 -70gms	75	22,500.00

APPROVED BUDGET

 The approved Budget for the contract P 101,550.00 for Slaughterhouse Regulation supplies inclusive of all applicable taxes' insurances/bonds, permits, licenses and or other miscellaneous expenses and cost on the required on the procurement.

DELIVERY/IMPLEMENTATION PERIOD

- 1. Strictly observe the "No Purchase Order (PO)/ Contracts, No Delivery" Policy and comply with the delivery period.
- 2. Delivery of regulatory supplies for Slaughterhouse Regulation will be on March 2022.
- 3. During the delivery, strictly follow the provisions enumerated in the Terms and Condition of the PO/ Contract including the Delivery Schedule, Penalty, among others.
- 4. 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.
- 5. Coordination with the supplier/ contractor shall be the function of the CGSO- PMD as its mandate.
- 6. For onsite delivery, ensure the coordination with the Inspector from the CGSO-Property and Supply Management Division (PSMD) for the inspection of the delivery in terms of quantity and quality of product and to immediately notify the supplier/contractor in case of any concerns before the acceptance.

INSPECTION AND ACCEPTANCE

1. The End- user shall accept the delivery with the (1) delivery receipts, and submit immediately to the Inspector or CGSO- PSMD and photo documentation of the delivery.

Such documents will be used in notifying the concerned offices on the delivery such as the City Accountant's Office (CAccO) and Commission on Audit (COA) to include the same in the Payables.

DELIVERABLES BY THE SUPPLIER/ CONTRACTOR AND THE CITY GOVERNMENT

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

- a. Provide the quantity of product being required by the project/ program; 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:	CONFORME:	
CRISTINA A SANGUMAY City Agriculturist		
_		– Signature over Printed Name
		

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.