



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 to be used for the Slaughterhouse Operation for 2024 in the City of San Fernando, Pampanga**
Location of the Project : **City Agriculture and Veterinary Office**

Company Name
Date : **Mar 12, 2024**
PR No. : **2024-03-00455**


Address

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Tuesday, March 19, 2024 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	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 SLAUGHTERHOUSE --SIZE 216mm x 330mm --70GSM --Black and White			
4	6	ream(s)	DAILY INCOMING REPORT --SIZE 216mm x 330mm --70GSM --Black and White			
5	10	ream(s)	REQUEST SLIP --SIZE 216mm x 330mm --70GSM --Black and White			
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
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 SLIP --SIZE 216mm x 330mm --70GSM --Black and White	1,500.00	15,000.00
6	ream(s)	DAILY INCOMING REPORT -SIZE 216mm x 330mm --70GSM -Black and White	1,500.00	9,000.00
3	ream(s)	TALLY SHEET SLAUGHTERHOUSE --SIZE 216mm x 330mm --70GSM --Black 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

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.

