



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 Tag and Seal to be used at the City Treasurer's Office in the City of San Fernando, Pampanga**
Location of the Project : **City Treasurer's Office**

Company Name

Date : **Apr 25, 2024**

PR No. : **2024-04-00742**

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, May 2, 2024 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga.**

Canvassed by:

Approved by:

Jannelle 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	4000	pc(s)	Tag made up of plastic with serial number *Beginning serial number 016001			
2	4000	pc(s)	Seal made up of plastic with wire			
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

SUPPLY AND DELIVERY OF TAG AND SEAL TO BE USED AT THE CITY TREASURER'S OFFICE IN THE CITY OF SAN FERNANDO, PAMPANGA

I. BACKGROUND

The Local Government of San Fernando upholding to its vision of becoming the Model City of Countryside Development is committed in its implementation of various projects, programs and activities that will uplift the lives of the Fernandinos. The City Treasurer's Office being the collecting agent of the City aims to provide sufficient funding to the sustainable overall development program of the LGU. In lieu of this, to effectively enforce the collection of taxes, fees and charges, the CTO operations require various supplies and equipment.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement for this project with assigned PPMP Ref. No. 2024-961, which is included in the Annual Procurement Plan of the City Government amounts to **SIX HUNDRED THOUSAND PESOS (P 600,000.00)**.

III. OBJECTIVES

This project aims to keep the CTO personnel on track with the office vision and mission. Provision of tag and seal is part of its operations, thus, procurement of it is deemed necessary.

IV. SCOPE OF SERVICES

The supplier/contractor shall follow the specifications/schedule as follows:

Qty.	Unit	Item Description/Specifications	Delivery Date	Location
4,000	pcs.	Tag made up of plastic with serial number *Beginning serial number 016001	May to June 2024	CGSO Central Storage, CSFP
4,000	pcs.	Seal made up of plastic with wire		

V. DELIVERABLES BY THE SUPPLIER/CONTRACTOR AND THE CITY GOVERNMENT

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

- a. Provide the supplies being required by the project/program
- b. Follow the specifications and schedule of the activity as indicated in the scope


The deliverables of the City Government shall be as follows:

- a. The CTO shall provide the necessary documents relative to the procurement of indicated supplies
- b. The Procurement Officer shall assist in the monitoring, delivery and payment of the procured goods

Prepared and submitted by:


Christian S. Laylo
Admin Asst. III

Noted by:


Mary Ann P. Bautista
City Treasurer

CONFORME:

Signature Over Printed Name of Supplier/Contractor

Date

Note: The 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.