



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 Plaques/Lanterns to be used for the Stakeholders Day and Recognition of Top Taxpayers for 2024 in the City of San Fernando, Pampanga**

Location of the Project : **City Treasurer's Office**


	Date : Sep 19, 2024
Company Name	PR No. : 2024-09-01711
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, September 26, 2024 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga**.

Canvassed by:

Approved by:

Camille C. Mendiola


 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	26	pc(s)	Big Plaques/Lanterns * 28 inch multi-colored Capiz Lamp * Wooden base with metal plate (engraved details) * Steady lightings			
2	60	pc(s)	Medium Plaques/Lanterns * 24 inch multi-colored Capiz Lamp * Wooden base with metal plate (engraved details) * Steady lightings			
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 PLAQUES/LANTERNS TO BE USED FOR THE STAKEHOLDERS DAY AND RECOGNITION OF TOP TAXPAYERS FOR 2024 IN THE CITY OF SAN FERNANDO, PAMPANGA

I. BACKGROUND

The City Treasurer's Office is one with the administration in its aim of becoming the model city for social and economic development. Through our vision which is to sustain the overall developmental projects, programs and activities of the city, the CTO is committed to continuously strengthen the collection of taxes, fees and charges. The Stakeholders Day and Recognition of Top Taxpayers is among our collection strategies. It is a program purposely hold to express our deep appreciation to the significant role of businesses and private partners in pursuit of our set targets and objectives.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement for this project with assigned PPMP Ref. No. 2024-994, which is included in the Annual Procurement Plan of the City Government amounts to **THREE HUNDRED EIGHTEEN THOUSAND FOUR HUNDRED PESOS (P 318,400.00)**.

III. OBJECTIVES

This project aims to establish and sustain effective partnerships with various stakeholders. In recognition of their valuable contribution to the city's undertakings, distribution of plaques/tokens of appreciation is imperative to this office.

IV. SCOPE OF SERVICES

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

Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
26	pcs.	Big Plaques/Lanterns * 28 inch multi-colored Capiz Lamp * Wooden base with metal plate (engraved details) * Steady lightings	Oct. 15, 2024	City Treasurer's Office, City Hall, CSFP
60	pcs.	Medium Plaques/Lanterns * 24 inch multi-colored Capiz Lamp * Wooden base with metal plate (engraved details) * Steady lightings		

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

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

- a. Provide the quantity of plaques/lanterns 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 plaques/lanterns
- 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.