



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 Special Papers, Parchment Papers and Customized Frames 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**

Company Name _____ Date : **Sep 19, 2024**

Address _____ PR No. : **2024-09-01712**

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: **Monalyn M. Aquino**
Administrative Aide VI (Buyer II)

Approved by: **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	35	pack(s)	Special Paper *size 8.5 x 13 *color white *220gsm			
2	90	pc(s)	Customized Frame *Glass to glass with wooden frame			
3	2	box(s)	Parchment Paper for Certificates *size A4 *100 sheets per box			
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 SPECIAL PAPERS, PARCHMENT PAPERS AND CUSTOMIZED FRAMES 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. 2024-3003, which is included in the Annual Procurement Plan of the City Government amounts to **SIXTY EIGHT THOUSAND PESOS (P 68,000.00)**.

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
35	packs	Special Paper *size 8.5 x 13 *color white *220gsm	October 2024	City Treasurer's Office, City Hall, CSFP
90	pcs	Customized Frame *Glass to glass with wooden frame		
2	box	Parchment Paper for Certificates *size A4 *100 sheets per box		

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

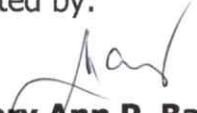
The deliverables of the City Government shall be as follows:

- a. The CTO shall provide the necessary documents relative to the procurement of 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.