



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 Tokens to be given to the Attendees for 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

\_\_\_\_\_  
Address

Date : **Sep 19, 2024**

PR No. : **2024-09-01713**

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: \_\_\_\_\_

Lorraine Kate M. Escoto

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	pc(s)	Mini Lantern * 6 inch Capiz table top candle holder * with Paper Bag			
<b>Total Amount:</b>						

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 TOKENS TO BE GIVEN TO THE ATTENDEES FOR 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. 2024-996, which is included in the Annual Procurement Plan of the City Government amounts to **ONE HUNDRED FIVE THOUSAND PESOS (P 105,000.00)**.

#### 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 tokens of appreciation is part of the program, thus procurement of such is considered necessary.

#### IV. SCOPE OF SERVICES

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

Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
300	pcs.	Mini Lantern * 6 inch Capiz table top candle holder * with Paper Bag	Oct. 15, 2024	City Treasurer's Office, City Hall, CSFP

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

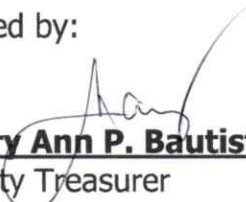
The deliverables of the City Government shall be as follows:

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