



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 Poster Calendar 2025 to be used for the Information Dissemination of City's Programs and Projects in the City of San Fernando, Pampanga**  
Location of the Project : **City Information Office**

\_\_\_\_\_  
Company Name Date : **Oct 3, 2024**  
\_\_\_\_\_  
Address PR No. : **2024-10-01847**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Thursday, October 10, 2024 10:00 AM** at **CGSO Building, City Civic Center, Alasas, 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                    | 8250 | pc(s) | <ul style="list-style-type: none"> <li>• Poster Calendar</li> <li>• 18x24 inches</li> <li>• Full Colored</li> <li>• Include Editing of Materials subject for approval</li> <li>• Concept and design subject for approval</li> <li>• Layouts and design including photoshoot subject for approval</li> <li>• 200 GSM Art Print Paper Glossy</li> </ul> |         |            |       |
| <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**

**Printing and Delivery of Poster Calendar 2025 to be used for the Information Dissemination of City's Programs and Projects in the City of San Fernando, Pampanga**

**I. Background**

The City Information Office serves as transparency medium of the organization in reporting to the public the performance and programs of the City. It engages responsible citizenship through direct and indirect information dissemination to the City's constituency. With its current manpower of only 12 personnel, the CIO is still unable to completely address its mandate in making the constituency up-to-date and informed in all City government programs and activities.

**II. Objectives**

- To further promote the programs, projects and activities of the city government through effective information dissemination
- Print advertising, Promoting with long - term friendship, a sincere relationship.
- It continuously boasts of its local, regional and national news, interesting lifestyle features, health and info – tech updates, and tourism information

**III. Scope of work and deliverables**

- Poster Calendar
- 18x24 inches
- Full Colored
- Editing of Materials subject for approval
- Concept and designs subject for approval
- Layouts and design including photoshoot subject for approval
- 200 GSM Art Print Paper Glossy
- Will provide sample before mass printing

**IV. Budget and terms of payment**

Poster Calendar at P120.00

Submitted by:

Reymundo M. Hipolito Jr.  
Acting - City Information Officer

CONFORME:

\_\_\_\_\_  
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.