



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 2024 Taxpayers Symposium in the City of San Fernando, Pampanga**

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

Company Name

Address

Date : **Oct 16, 2024**

PR No. : **2024-10-01977**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Wednesday, October 23, 2024 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga.**

Canvassed by: _____

Approved by: _____

Monalyn M. Aquino
Administrative Aide VI (Buyer II)

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	250	pc(s)	Notebook Planner *Black in color *6" x 8.5" size *With printed CSFP Logo and CTO contact details in front cover *With printed CSFP Tax Calendar in the back of front cover (waterproof) *Individually packed in plastic *With 1 ballpen per planner			
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 TOKENS TO BE GIVEN TO THE ATTENDEES FOR 2024 TAXPAYERS SYMPOSIUM IN THE CITY OF SAN FERNANDO, PAMPANGA

I. BACKGROUND

The City Treasurer's Office being the collecting arm of the local government unit takes the lead effort to optimize revenue collection. Mandated to maintain and update the tax information system of the city, together with the other income generating offices, barangay, government agencies and private partners, this office holds an Annual Taxpayers Symposium that aims to increase tax compliance, enhance client satisfaction and further improve tax collection service.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement for this project with assigned PPMP Ref. No. 2024-1020, which is included in the Annual Procurement Plan of the City Government amounts to **NINETY SEVEN THOUSAND FIVE HUNDRED PESOS (P 97,500.00)**.

III. OBJECTIVES

To appreciate the active participation and cooperation of stakeholders from various business sectors, distribution of tokens 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	Delivery Date	Location
250	pcs.	Notebook Planner *Black in color *6" x 8.5" size *With printed CSFP Logo and CTO contact details in front cover *With printed CSFP Tax Calendar in the back of front cover (waterproof) *Individually packed in plastic *With 1 ballpen per planner	Nov. 13, 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.