



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 Letterhead, Calling Cards and Card Envelope to be used at the City Mayor's Office for the year 2024 in the City of San Fernando, Pampanga**

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

\_\_\_\_\_  
Company Name  
Date : **Dec 18, 2024**  
PR No. : **2024-12-02478**  
\_\_\_\_\_  
Address

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Monday, December 23, 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	120	box(s)	Customized Letterhead Size: 8.5' x 13" Substance 80gsm			
2	120	box(s)	Customized Letterhead Size: 8.5' x 11.7" Substance 80gsm			
3	120	ream(s)	Customized Desk Pad Full Colored Size: 4.25' x 5.5"			
4	120	ream(s)	Customized Desk Pad Full Colored Size: 2.125' x 2.75" (1/4)			
<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

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### **Background:**

The letterhead of the City Mayor's Office is used for technical writing such as various municipal orders, letters, certificates, and other necessary documents that are in need of formal issuance from the Mayor's Office of City Government and are addressed to the concerned individual or institution. This signifies a formal and well-presented document through the use of quality letterhead.

### **Objective/s**

- To provide a formal and well-presented document coming from the City Mayor's Office, then address it to the concerned individual or institution.
- To comply with the needed letterhead for processing the various municipal orders, letters, certificates, and other necessary documents that are in need of formal issuance.

### **Budgetary Requirements:**

The Approved Budget for the **Printing and Delivery of Letterhead, Calling Cards and Card Enveloped to be used at the City Mayor's Office for the year 2024 in the City of San Fernando, Pampanga** is included in the PPMP with Reference Number 2024-3519 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of P906,000.00 amount in figure or Nine Hundred Six Thousand Pesos amount in words.

### **Minimum Requirement for the Supplier**

1. The Supplier must ensure the specifications and schedule of requirements indicated in the Purchase Order.
2. The concerned office thru the Designated Procurement Officer will inform the supplier for the whole details of the delivery at least 1 – 2 days before the event to provide the order as per approved Delivery Order Contract and Order List.
3. The supplier must be open for any changes and cancellation of orders for the unforeseen circumstances.
4. The supplier must be compliant with the IATF Health and Safety Protocols.

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5. The Supplier must follow the procurement, delivery and inspection procedure set by the City Government of San Fernando, Pampanga for procured good and services.

### **Deliverables by the Supplier and City Government**

The deliverables of the supplier shall be as follows:

- a. Provide the quantity of the supplies being required by the project/ program; and
- b. Strictly follow the specifications and timely provision of requirements based on the delivery schedule.

The deliverables of the City Government shall be as follows:

- a. On- time payment of the supplier i.e., 15 days after delivery regardless if the delivery is per month or Ordering Agreement.
- b. End- user shall monitor the delivery and completeness of requirements and documents to avoid delays.
- c. The Procurement Officer shall assist in the monitoring, delivery and on- time payment of the supplier.
- d. Provide necessary and readily- available documents such as during the conduct of post- audit.
- e. Evaluate the performance of the supplier/ contractor and in case there is a violation to the Contract/ Agreement, prepare a Verified Report.

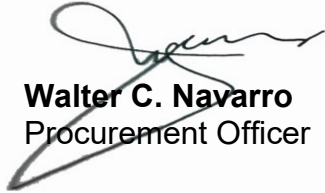
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Prepared by:



**Walter C. Navarro**  
Procurement Officer

Noted by:



**REYMUNDO M. HIPOLITO JR.**  
Chief of Staff

Conforme:

\_\_\_\_\_  
Signature Above 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.*