



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 Supplies/Materials to be used by the Election Committee for 2025 National and Local Elections in the City of San Fernando, Pampanga**

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

\_\_\_\_\_  
Company Name  
Date : **Mar 19, 2025**  
PR No. : **2025-03-00626**  
\_\_\_\_\_  
Address

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Wednesday, March 26, 2025 10:00 AM** at **CGSO Bldg., City Civic Center, Alasas, City of San Fernando, Pampanga**.

Canvassed by:

Approved by:

Camille C. Mendiola

  
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	20	ream(s)	Bond Paper, Long, 80gsm			
2	80	ream(s)	Bond Paper, Short, 80gsm			
3	25	pc(s)	Cutter Knife, Heavy Duty			
4	250	pc(s)	Flashlight, rechargeable			
5	1000	pc(s)	Folder, 14 pts, Legal (brown outside & white inside)			
6	10	kg(s)	G.I. Wire, #16			
7	250	pc(s)	I.D. Holder, size 5.80" x 4.10"			
8	250	pc(s)	I.D. Lace, color Black or White			
9	50	cart(s)	Ink Cartridge, Canon 810, Black			
10	50	cart(s)	Ink Cartridge, Canon 811, Colored			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
11	30	btl(s)	Ink, Epson 003, Yellow			
12	30	btl(s)	Ink, Epson 003, Magenta			
13	30	btl(s)	Ink, Epson 003, Cyan			
14	50	btl(s)	Ink, Epson 003, Black			
15	132	pc(s)	Marker, permanent, black, bullet type			
16	550	pc(s)	Marking Pens, BLACK (multimark permanent) F = 0.6mm			
17	2	roll(s)	Nylon Rope, 1cm			
18	60	roll(s)	Tape, packaging, 48mm 2"			
19	10	pc(s)	Padlock, Heavy duty, 80mm			
20	131	pc(s)	Plastic Envelope with handle, Long, color BLUE			
21	30	pc(s)	Plastic Envelope with handle, Long, color CLEAR			
22	49	pc(s)	Plastic Envelope with handle, Long, color GREEN			
23	89	pc(s)	Plastic Envelope with handle, Long, color YELLOW			
24	10	roll(s)	Plastic Rope, straw			
25	25	pc(s)	Scissors, size 8 HD, stainless			
26	50	pack(s)	Special Paper, Long, 220GSM, color White			
27	20	box(s)	Staple Wire, #35			
28	35	pc(s)	Stapler #35			
29	100	pack(s)	Sticker Paper, A4 Premium			



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<b>Item No.</b>	<b>Qty</b>	<b>Unit</b>	<b>Item Description</b>	<b>Remarks</b>	<b>Unit Price</b>	<b>Total</b>
30	20	pc(s)	Storage and Organizing Box, 155L, heavy duty			
31	10	cart(s)	Toner, HP 107A			
32	5	cart(s)	Toner, TN-2360			
<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 SUPPLIES/MATERIALS TO BE USED BY THE ELECTION COMMITTEE FOR 2025 NATIONAL AND LOCAL ELECTIONS IN THE CITY OF SAN FERNANDO, PAMPANGA**

#### **I. BACKGROUND**

The Local Government of San Fernando upholding to its vision of becoming the Model City of Countryside Development is well known to be an advocate of transparency and accountability in the delivery of public service. The City Treasurer's Office being one of the core offices that cater frontline services and perform other powers and functions as stated in the Local Government Code of 1991 adheres to these governance tools. Pursuant to Sec. 2 (d) of the Omnibus Election Code, local treasurers are mandated to perform specific functions in the National and Local Elections.

#### **II. BUDGETARY REQUIREMENT**

The Budgetary Requirement for this project with assigned PPMP Ref. No. 2025-503, which is included in the Annual Procurement Plan of the City Government amounts to **SIX HUNDRED FORTY-ONE THOUSAND SEVEN HUNDRED FIFTY-NINE PESOS AND SIXTY-FOUR CENTAVOS (P 641,759.64)**.

#### **III. OBJECTIVES**

This project aims to support the CTO in performing its mandated duties and responsibilities. Provision of various supplies is part of its operations, thus, procurement of such is deemed necessary.

#### **IV. SCOPE OF SERVICES**

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

<b>Qty.</b>	<b>Unit</b>	<b>Item Description/Specification</b>	<b>Delivery Date</b>	<b>Location</b>
20	ream(s)	Bond Paper, Long, 80gsm	20 days upon issuance of PO and NTP	CGSO Central Storage, CSFP
80	ream(s)	Bond Paper, Short, 80gsm		
25	pc(s)	Cutter Knife, Heavy Duty		
250	pc(s)	Flashlight, rechargeable		
1000	pc(s)	Folder, 14 pts, Legal (brown outside & white inside)		

10	kg(s)	G.I. Wire, #16	20 days upon issuance of PO and NTP	CGSO Central Storage, CSFP
250	pc(s)	I.D. Holder, size 5.80" x 4.10"		
250	pc(s)	I.D. Lace, color Black or White		
50	cart(s)	Ink Cartridge, Canon 810, Black		
50	cart(s)	Ink Cartridge, Canon 811, Colored		
30	btl(s)	Ink, Epson 003, Yellow		
30	btl(s)	Ink, Epson 003, Magenta		
30	btl(s)	Ink, Epson 003, Cyan		
50	btl(s)	Ink, Epson 003, Black		
132	pc(s)	Marker, permanent, black, bullet type		
550	pc(s)	Marking Pens, BLACK (multimark permanent) F = 0.6mm		
2	roll(s)	Nylon Rope, 1cm		
60	roll(s)	Tape, packaging, 48mm 2"		
10	pc(s)	Padlock, Heavy duty, 80mm		
131	pc(s)	Plastic Envelope with handle, Long, color BLUE		
30	pc(s)	Plastic Envelope with handle, Long, color CLEAR		
49	pc(s)	Plastic Envelope with handle, Long, color GREEN		
89	pc(s)	Plastic Envelope with handle, Long, color YELLOW		
10	roll(s)	Plastic Rope, straw		
25	pc(s)	Scissors, size 8 HD, stainless		
50	pack(s)	Special Paper, Long, 220GSM, color White		
20	box(s)	Staple Wire, #35		
35	pc(s)	Stapler #35		
100	pack(s)	Sticker Paper, A4 Premium		
20	pc(s)	Storage and Organizing Box, 155L, heavy duty		
10	cart(s)	Toner, HP 107A		
5	cart(s)	Toner, TN-2360		

**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