



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 Metal Plates for Motorized Tricycle to be used at the City Treasurer's Office in the City of San Fernando, Pampanga**

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

Company Name

Address

Date : **Nov 18, 2025**

PR No. : **2025-10-01710**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Monday, November 24, 2025 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga.**

Canvassed by:

Approved by:

Rachelle M. Pangilinan


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	500	pc(s)	Metal Plate for Motorized Tricycle (5.5 x 10.5 inches) *Beg. Series# 3501			
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 METAL PLATES FOR MOTORIZED TRICYCLE TO BE USED AT THE CITY TREASURER'S OFFICE 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 committed in its implementation of various projects, programs and activities that will uplift the lives of the Fernandinos. The City Treasurer's Office being the collecting agent of the City aims to provide sufficient funding to the sustainable overall development program of the LGU. In lieu of this, to effectively enforce the collection of taxes, fees and charges, the CTO operations require various supplies and equipment.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement for this project with assigned PPMP Ref. No. 2025-394, which is included in the Annual Procurement Plan of the City Government, amounts to **SEVENTY-FIVE THOUSAND PESOS (P 75,000.00)**.

III. OBJECTIVES

This project aims to keep the CTO personnel on track with the office vision and mission. Provision of metal plates for registration of motorized tricycle, tri-wheeler and calesa is part of its operations, thus, procurement of it is deemed necessary.

IV. SCOPE OF SERVICES

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

Qty.	Unit	Item Description/Specifications	Delivery Date	Location
500	pc(s)	Metal Plate for Motorized Tricycle (5.5 x 10.5 inches) Beg. Series# 3501	November to December 2025	CGSO Central Storage, CSFP

V. DELIVERABLES BY THE SUPPLIER/CONTRACTOR AND THE CITY GOVERNMENT


The deliverables of the supplier/contractor shall be as follows:

- a. Provide the metal plates 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 metal plates
- b. The Procurement Officer shall assist in the monitoring, delivery and payment of the procured metal plates

Prepared and submitted by:


Christian S. Laylo
Admin. Officer II

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.