



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 Lantern Lamp Shades and Special Capiz Lanterns to be used as token for Guests and VIP's for the PROMOTION of LANTERN INDUSTRY Project in the City of San Fernando, Pampanga**

Location of the Project : **City Tourism and Investment Promotions Office - Investment And Promotion Division**

	Date :	<b>Jun 19, 2023</b>
Company Name	PR No. :	<b>2023-06-01346</b>
Address		

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Friday, June 23, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga.**

Canvassed by: \_\_\_\_\_ Approved by: \_\_\_\_\_

Lorraine Kate M. Escoto

  
 Atty. Jose Elmer Y. Teodoro  
 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	100	pc(s)	Lantern Lamp Shade --10 inches height x 6 inches width, 2 bulbs, Capiz made with base, with acetate box			
2	50	pc(s)	Special Capiz Lantern --24 inches, 11 bulbs, Capiz made, with bubble wrap and box			
<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 LANTERN LAMP SHADE AND SPECIAL CAPIZ LANTERN TO BE USED AS TOKEN FOR GUESTS AND VIP'S FOR THE PROMOTION OF LANTERN INDUSTRY PROJECT IN THE CITY OF SAN FERNANDO, PAMPANGA

#### I. BACKGROUND

The City Government has been consistent in its support to MSMEs. Displaying and promoting our local products, particularly our Department of Trade and Industry recognized OTOP One Town One Product; the San Fernando Lantern (Parul San Fernando). This product serves as the token of appreciation for some events in the City.

By this program, The City Government once again is giving a much-needed promotion and boost to our local lantern makers, not only through the lantern and decors adorning major public roads but also by permanently displaying their products on high traffic government facilities but also by giving it to our local guest and other VIP's. These venues will showcase the artistry of our local artisans.

In providing this assistance and giving our local entrepreneurs the chance to showcase their products, we are in part supporting the vision of the City Government of San Fernando on inclusivity", "Fernandino Ka, Kayabe Ka" and at the same time promoting **Aggressive Local Economic Development**.

#### II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply and Delivery of Lantern Lamp Shade and Special Capiz Lantern to be used as token for guests and VIP's for the PROMOTION of LANTERN INDUSTRY Project in the City of San Fernando, Pampanga is included in the PPMP with **Ref. No. 2023-2421** and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **THREE HUNDRED TWENTY-FIVE THOUSAND PESOS (P 325,000.00)**

#### III. OBJECTIVES

The objectives of the Supply and Delivery of Lantern Lamp Shade and Special Capiz Lantern to be used as token for guests and VIP's for the PROMOTION of LANTERN INDUSTRY Project in the City of San Fernando, Pampanga are as follows:

1. To showcase local products, such as Christmas Lanterns, decors and accessories.
2. This program also aims to help the Fernandinos particularly the Lantern Makers and other MSME promote their products not only locally but more so globally

#### IV. TERMS AND CONDITIONS

During the procurement process and delivery/ implementation of the contract, the end- user and the supplier/ contractor shall:

##### a. Specifications/ Schedule of Requirements

Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
100	pcs	LANTERN LAMP SHADE --10 inches height x 6 inches width, 2 bulbs, Capiz made with base, with acetate box	20 days upon approval of P.O.	City General Services Office, Central Storage, New Public Market, Brgy. Del Pilar, CSFP

50	pcs	SPECIAL CAPIZ LANTERN --24 inches, 11 bulbs, Capiz made, with bubble wrap and box	20 days upon approval of P.O.	City General Services Office, Central Storage, New Public Market, Brgy. Del Pilar, CSFP
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b. Sample Image

1. LANTERN LAMP SHADE



2. SPECIAL CAPIZ LANTERN



c. Procurement Process

1. For the End- user, ensure the completion of the documents in order to proceed with the procurement process.
2. For the supplier/ provider, ensure the completeness of the documents being required by the Bids and Awards Committee (BAC) for the procurement process on- time based on the procurement schedule including this TOR duly signed by the end- user and conformed by the supplier/ contractor.
3. If the procurement process reaches the ensuing year, observe that the allowed delivery is only up to what is stipulated in the contract.
4. For the End- user, present clearly this TOR during the Pre- Bid Conference for the information of the prospective bidder/s (for Competitive/ Public Bidding), and present by the Buyer with the assistance of the End- user (for Alternative Methods of Procurement).
5. Ensure that there are readily- available supplies upon submission of Request for Quotation (RFQ)/ Bid since delivery is anticipated upon issuance of PO/ Contract.
6. Comply with the provisions of the Procurement Law regardless of the mode of procurement, whether Competitive/ Public Bidding or the use of Alternative Methods of Procurement.

d. Delivery/ Implementation period

1. Strictly observe the “No Purchase Order (PO)/ Contracts, No Delivery” Policy and comply with the delivery period.
2. The Delivery Period shall be 20 days upon approval of P.O.
3. During the delivery, strictly follow the provisions enumerated in the Terms and Condition of the PO/ Contract including the Delivery Schedule, Penalty, among others.
4. In case there is a change in the Delivery Schedule and specifications, the End- user through the Procurement Officer shall coordinate with the CGSO- Procurement Management Division (PMD) for the latter to advise the supplier/ contractor regarding the concern.
5. Coordination with the supplier/ contractor shall be the function of the CGSO- PMD as its mandate.
6. For onsite delivery, ensure the coordination with the Inspector from the CGSO- Property and Supply Management Division (PSMD) for the inspection of the delivery in terms of quantity and quality of meals and to immediately notify the supplier/ contractor in case of any concerns before the acceptance.

e. Inspection and Acceptance

1. The CGSO-PSMD shall inspect and accept the delivery.
2. The supplier shall present the PO and issue Sales Invoice.
3. The CGSO-PSMD shall prepare the corresponding Inspection and Acceptance Reports.

Such documents will be used in notifying the concerned offices on the delivery such as the City Accountant’s Office (CAccO) and Commission on Audit (COA) to include the same in the Payables.

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

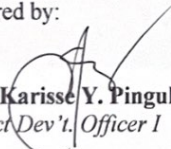
The deliverables of the supplier/ contractor shall be as follows:

- a. Provide the quantity of tokens 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/ contractor i.e., 15 days after delivery regardless if the delivery is per month or Ordering Agreement.
- b. End- user shall monitor the delivery of requirements.
- 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.

Prepared by:

  
**Myla Karisse Y. Pingul**  
*Project Dev't. Officer I*

Approved by:

  
**Ma. Lourdes Carmella Jade Pangilinan**  
*Head - CTIPO*

CONFORME:
_____ Signature over Printed Name
_____ 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.*