



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 : **Contract of Service for the Rental of Venue with Meals to be used for the Filipino Brand of Service Excellence Training for Barangay Tourism Frontliners in the City of San Fernando, Pampanga for 2023**

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

Company Name \_\_\_\_\_ Date : **Jul 4, 2023**

PR No. : **2023-06-01440**

Address \_\_\_\_\_

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Tuesday, July 11, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga.**

Canvassed by:

Approved by:

Ana Liza C. Zablan  
Administrative Assistant III (Buyer III)

  
Atty. Jose Ender 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	3	day(s)	- Air Conditioned Function Room for 8 hours for 48pax -1 LCD Projector and white screen -Sound System -Whiteboards -Free flowing coffee, juice, and water  Meals for 48pax: -AM Snacks: heavy, drinks -Lunch: 3 viands, soup, rice, dessert, drink -PM Snacks: heavy, drink			
<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

### CONTRACT OF SERVICE FOR THE RENTAL OF VENUE WITH MEALS TO BE USED DURING THE FILIPINO BRAND OF SERVICE EXCELLENCE TRAINING FOR BARANGAY TOURISM FRONTLINERS IN THE CITY OF SAN FERNANDO, PAMPANGA FOR 2023

#### I. BACKGROUND

Section 37 of the Tourism Code of 2009 states the need to create a Barangay Committee on Tourism to support the city's programs. The City of San Fernando aims to empower the barangays in the promotion of the tourism industry, one of the sources of livelihood of the city.

The barangays are tasked to form their respective tourism councils, which are mandated to adopt programs geared toward tourism promotion. The council shall have the following functions: 1) initiate, organize, source out funds and implement tourism activities within the Barangay during its Barangay Fiesta, and the like; 2) identify, plan, develop and promote tourist spots, activities, delicacies, souvenir and the like to benefit the local stakeholders financially and economically out of the reproduction and sales of the said spots, products, delicacies and souvenirs; 3) present to the City Arts, Culture, and Tourism Council its identified tourist spots, tourism activities, programs and projects.

All of their activities will be coordinated with the City Tourism Office which will provide trainings, seminars and workshops to the council members, provide essential market knowledge to allow barangays to develop pro-tourism strategies and products based on sound market information, and supply governmental capacity to respond to the opportunities provided by tourism development.

As such, the respective Tourism Development Plans of the barangays which were formulated in 2022 will be revisited to adapt to the needs of the changing times.

#### II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the Contract of Service for the Rental of Venue with Meals to be used during the Filipino Brand of Service Excellence Training for Barangay Tourism Frontliners in the City of San Fernando, Pampanga *For 2023* is included in the PPMP with Ref. No. 2023-2614 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **ONE HUNDRED FIFTEEN THOUSAND TWO HUNDRED PESOS (P 115,200.00)**.

#### III. OBJECTIVES

The objectives of the Contract of Service for the Rental of Venue with Meals to be used during the Filipino Brand of Service Excellence Training for Barangay Tourism Frontliners in the City of San Fernando, Pampanga *for 2023* are as follows:

1. To improve community-initiated tourism events and activities which will attract more tourists;
2. To encourage development of community tourism and empower communities through capability building.
3. To highlight the unique culture of each barangay.

#### 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
3	Days	- Function room for 8 hours Air Conditioned for 48 pax -1 LCD Projector and white screen - Sound system - Whiteboards - Free flowing coffee, juice and water  Meals for 48 pax: - AM Snacks- heavy, drink - Lunch- 3 viands, soup, rice, dessert, drink - PM Snacks- heavy, drink	July 24 to 26, 2023	City of San Fernando, Pampanga

**b. 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/ provider.
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.

**c. 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 on July 24 to 26, 2023.
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.

**d. Inspection and Acceptance**

1. The End- user shall accept the delivery with the (1) delivery receipts, and submit immediately to the Inspector or CGSO- PSMD together with the (2) attendance sheet/s as part of the utilization where the quantity of the delivery is the same as the number of attendees and photo documentation of the delivery.

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 meals being required by the project/ program; and
- b. Strictly follow the specifications and timely provision of requirements based on the delivery schedule.
- c. Assign a representative who will coordinate and comply with all the documentary requirements of the project.

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:

  
**Samantha Gopez**  
Administrative Aide II *ph*

Approved by:

  
**Ma. Lourdes Carmella Jade Pangilinan** *ph*  
City Tourism and Investment Promotions Officer

CONFORME:
_____ Signature over 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.**