



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 Hotel Accommodation and Rental of Venue with Meals to be used for the CHRMO and CLO Performance Assessment and Mid-year Action Planning Activity for 2023**

Location of the Project : **City Human Resource Management Office**

Company Name Date : **Jul 14, 2023**

PR No. : **2023-07-01523**

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, July 19, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, 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	10	room(s)	Hotel Room Accommodation inclusive of Buffet Breakfast (Quadruple Sharing Room)			
2	1	package(s)	Access to Amenities (AM - before hotel check-in) - 2 day use hotel amenities such as function room, sound system, projector and other paraphernalia - Pool and/or Beach front cottage (if Available)			
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

CONTRACT OF SERVICE FOR THE HOTEL ROOM ACCOMMODATION AND ACCESS TO AMENITIES FOR THE CHRMO AND CLO PERFORMANCE ASSESSMENT AND MID-YEAR ACTION PLANNING ACTIVITY FOR 2023

Date/Period Covered : July 2023
Location of Activity : Within Region 3

I. BACKGROUND

In addition to the mandate of the City Human Resource Management Office (CHRMO) to champion workforce efficiency and develop ethical, competent and committed employees, the department also plays a crucial role in future-proofing the delivery of services in the LGU by leading the push to once again reorganize the City Government's staffing structure as a result of the devolution of the functions of national government agencies to LGUs as a result of the Garcia Mandanas Ruling. Furthermore, the CHRMO, with the assistance of the Civil Service Commission Regional Office 3, is gearing towards meeting the standards set in the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) certification Level 3 and be one of the first government agencies in the region to be conferred a PRIME-HRM Silver Award.

With its equally important mandate of serving as the main legal support of the City Mayor and the one responsible to lead all LGU civil actions, the City Legal Office (CLO) likewise expanded its functions by offering "direct to constituents" services through the Human Rights Action Center Team (HRACT) and People's Law Enforcement Board (PLEB).

With the abovementioned functions and additional tasks now being performed by the CHRMO and CLO, it is deemed necessary that a review of the offices' accomplishments be conducted along with the recalibration of their existing targets as well as the setting of new performance targets brought by said new tasks. As both offices are lead by the same department head, it is economical for the LGU to conduct such activity simultaneously. Thus, the CHRMO & CLO Performance Assessment and Mid-year Action Planning Activity for 2023 is proposed to be conducted in June 2023 within the region.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the **Contract of Service for the Hotel Room Accommodation and Access to Amenities for the CHRMO and CLO Performance Assessment and Mid-Year Action Planning Activity For 2023** is included in the PPMP with Ref. No. 2023-2720 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **ONE HUNDRED NINE THOUSAND PESOS ONLY (P 109,000.00)**.

III. OBJECTIVES

The objectives of **Contract of Service for the Hotel Room Accommodation and Access to Amenities for the CHRMO and CLO Performance Assessment and Mid-Year Action Planning Activity For 2023** are as follows:

At the end of the training, the participants are expected to:

- Review and evaluation of the CHRMO and CLO's mid-year accomplishment, adjustment of performance targets, and setting of interventions and action plans per section;
- Promote bond and camaraderie among CHRMO and CLO staff through various teambuilding activities towards a more cohesive and synergized team;
- Maintain a high level of motivation towards being a public servant by performing the mandates of the CHRMO and CLO diligently.
- Contribute to one of the City's ten-point agenda, "*Good Governance: Transparency and Accountability*" through the prudent management of the City stakeholders' information especially those in digitized processes.

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
10	rooms	Hotel Room Accommodation inclusive of Buffet Breakfast (Quadruple Sharing)	August 2023
1	package	Access to Amenities (for 39 pax) (AM – before hotel check-in) <ul style="list-style-type: none"> • 2 day use hotel amenities such as function room, sound system, projector and other paraphernalia Pool and/or Beach front cottage (if available)	August 2023

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, as required by the Bids and Awards Committee (BAC) and in compliance with the procurement schedule. The documents to be submitted shall include 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, clearly present 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 rooms/facilities 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.

b. Delivery/Implementation period

1. Strictly observe the “No Purchase Order (PO)/Contracts, No Delivery” Policy and comply with the delivery period.
2. The contract of service shall be within August 2023.
3. During the contract of service, strictly follow the provisions enumerated in the Terms and Condition of the PO/Contract including the service delivery schedule, penalty, among others.
4. In case there is a change in the Contract of Service 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 venue in terms of its adherence to the Terms of Reference and to immediately notify the supplier/contractor in case of any concerns before the acceptance.

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

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

1. Provide the quantity of rooms/facilities being required by the project/ program; and
2. Strictly follow the specifications and timely provision of requirements based on the delivery schedule.

The deliverables of the City Government shall be as follows:

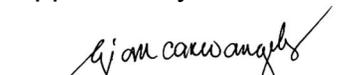
1. On-time payment of the supplier/contractor i.e., 15 days after delivery, regardless if the delivery is per month or Ordering Agreement.
2. End- user shall monitor the delivery of requirements.
3. The Procurement Officer shall assist in the monitoring, delivery, and on-time payment of the supplier.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

Prepared and submitted by:



Laurence Andrade
Procurement Officer- CHRMO

Approved by:



Gian Carlo R. Angeles
Acting CHRM 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