



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 to be used during the Awareness Raising Campaign on Ethics, Laws and Regulations for City Public Order and Safety Coordinating Office Personnel (Batch 1 and 2) in the City of San Fernando, Pampanga**

Location of the Project : **City Public Order and Safety Coordinating Office**

Company Name _____ Date : **Jul 19, 2023**

PR No. : **2023-07-01592**

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 26, 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

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 |
|----------------------|-----|------|---|---------|------------|-------|
| BATCH 1 | | | | | | |
| 1 | 1 | lot | Fully air-conditioned conference hall with table and chairs set up with sound system with white board with marker with wide screen projector with 2 units air conditioned room | | | |
| BATCH 2 | | | | | | |
| 2 | 1 | lot | Fully air-conditioned conference hall with table and chairs set up with sound system with white board with marker with wide screen projector with 2 units air conditioned room | | | |
| Total Amount: | | | | | | |



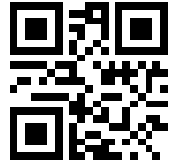
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Project Title : Contract of Service for the Rental of Venue to be used during the Awareness Raising Campaign on Ethics, Laws and Regulations for City Public Order and Safety Coordinating Office Personnel (Batch 1 and 2) in the City of San Fernando, Pampanga

Location of the Project : City Public Order and Safety Coordinating Office

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 to be used during the Awareness Raising Campaign on Ethics, Laws and Regulations for City Public Order and Safety Coordinating Office Personnel (Batch 1 and 2) in the City of San Fernando, Pampanga

I. BACKGROUND

Pursuant to R.A. No. 7160 otherwise known as the Local Government Code of 1991 particularly Section 444(b)(1) provides that the Chief Executive shall exercise general supervision and control over all programs, projects, services, and activities of the local government.

With the ongoing investments and the City's economic progress and development, there is a dramatic increase in vehicular volume and the number of pedestrians that adds up to the current traffic congestion problems the city encounters. As the primary department of the City Government that implements all ordinances pertaining to public order and safety, the CPOSCO is continuously seeking ways to instill discipline among all road users through information dissemination pertaining to public order and safety, regular conduct of clearing operations to different road obstructions, check-points to identify erring drivers and pedestrians, and traffic policing to monitor and maintain public order and safety along major thoroughfares of the City.

The work of CPOSCO enforcers takes toll to their physical, mental, emotional, and spiritual well-being. Studies show and validate the importance of debriefings and stress management particularly for front liners where a sound mind and body are essential.

In view of the above, it is essential for CPOSCO to conduct such activities in order to ensure that all of its personnel stay in the top state of mind.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the Contract of Service for the Rental of Venue to be used during the Awareness Raising Campaign on Ethics, Laws and Regulations for City Public Order and Safety Coordinating Office Personnel (Batch 1 and 2) in the City of San Fernando, Pampanga and is included in the PPMP with Ref. No. 2023-504, which is in the amount of One Hundred Thousand pesos (Php 100,000.00)

III. OBJECTIVES

The objectives of the Contract of Service for the Rental of Venue to be used during the Awareness Raising Campaign on Ethics, Laws and Regulations for City Public Order and Safety Coordinating Office Personnel (Batch 1 and 2) in the City of San Fernando, Pampanga are as follows:

1. To provide a comfortable and easily accessible venue within San Fernando, Pampanga or nearby the City.
2. To provide (2 bed-room) air-conditioned rooms
3. To provide (1) one huge Function Hall for 85 traffic enforcers and CPOSCO Personnel each Batch, for the Seminar/Workshop to be used for two days for the dates
4. To provide Audio Visual, Communication Equipment needed in the Seminar/Workshop.

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 | Date | Location |
|----------------------------|------|--|--------------------|----------|
| BATCH 1 August 2023 | | | | |
| | 1 | Fully air-conditioned conference hall with table and chairs set up with sound system with white board with marker with wide screen projector with 2 units air conditioned room | August 2023 | On-Site |
| BATCH 2 August 2023 | | | | |
| | 1 | Fully air-conditioned conference hall with table and chairs set up with sound system with white board with marker with wide screen projector with 2 units air conditioned room | August 2023 | On-Site |

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 Seminar/Workshop shall be on August 2023 (2 days)
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 (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 size of venue and other requirement 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 and submitted by:



LOUIE P. CLEMENTE
Department Head, CPOSCO

| |
|--------------------------------------|
| 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.*