



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 T-shirts to be used for the 2023 International Rainbow June PRIDE March in the City of San Fernando, Pampanga**

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

 Company Name
Date : **Jun 22, 2023**PR No. : **2023-06-01377**

 Address

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Monday, June 26, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga.**

Canvassed by:

Approved by:

Rachelle M. Pangilinan


 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	140	pc(s)	Rainbow PRIDE Month Shirts - Cotton White Color with PRIDE Logo in Front and Fernandino Ka Kayabe Ka Logo at the Back Men's and Women's Sizes Men's Size XS - 1 Small - 7 Medium - 32 Large - 35 XL - 24 2XL - 4 3XL - 3 5XL - 2 Women's Size XS - 1 Small - 5 Medium - 5 Large - 8			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
			XL - 8 2XL - 4 3XL - 1			
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

Project Title : **Supply and Delivery of T-shirts to be used for the 2023 International Rainbow June PRIDE March in the City of San Fernando, Pampanga**

Project Location: **City of San Fernando, Pampanga**

Background:

LGBT Pride Month is a month, typically June, dedicated to celebrate and commemorate of lesbian, gay, bisexual, and transgender pride. Pride Month began after the Stonewall riots, a series of gay liberation protests in 1969, and has since spread outside of the United States.

Originally adopted by (University of California, San Francisco Services) UCSF Medical Center 16 years ago, these set of values are organized under the acronym PRIDE, which stands for **Professionalism, Respect, Integrity, Diversity and Excellence**.

It is also a celebration of and an invitation for families, friends, and supporters of LGBTQIA+++ people to claim in our City of San Fernando, Pampanga Pride as a safe space to voice their support for the community, for the LGBTQIA+++ human rights advocacy, and for the people they love and march/parade with every year similarly through different activities i.e. pageants with a purpose, presentation of Anti-discrimination Ordinance, trade fair, meaningful concert and film showing.

Here in the City Government of San Fernando, Pampanga, with its mission and vision, the City will be a model city in social development where citizens live in a healthy, safe and sustainable environment with sufficient economic opportunities and rich cultural heritage; with stronger public governance institutions, responsible citizenry and a global smart city. Committed to improve the quality of life of Fernandinos, **regardless of their gender**, age and physical ability, thru the judicious use of government resources, in partnership with the private sector and the active participation of the citizenry with its core values of commitment, honesty and integrity, discipline, social justice, culture of excellence and love of country.

Objectives

- ❖ To prevent discrimination on the basis of sexual orientation, gender identity, or expression.
- ❖ To acknowledge and create an environment that respects and celebrates our differences in gender identities and sexual orientation and expression.
- ❖ To have a deep understanding of gender patterns, dynamics and biases can enhance the accuracy and scope of work in many fields.

Budgetary Requirements:

The Approved Budget for the Supply and Delivery of **shirts** to be served during the **2023 International Rainbow PRIDE March and Activities of PRIDE Month Celebration** is included in the PPMP with Reference Number **2023-2740** and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **P58,800.00** amount in figure or **fifty eight thousand eight hundred pesos amount in words**.

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Minimum Requirement for the Supplier

1. The Supplier must ensure the specifications and schedule of requirements indicated in the Purchase Order.

A. The Supplier must ensure the following details:

PARTICULARS	QUANTITY	UNIT COST	AMOUNT
Rainbow PRIDE Month Shirts – Cotton White Color with PRIDE Logo in Front and Fernandino Ka Kayabe Ka Logo at the Back –	140 pcs	420.00	58,800.00
Men’s Size			
XS - 1			
Small - 7			
Medium - 32			
Large - 35			
XL - 24			
2XL - 4			
3XL - 3			
5XL - 2			
Women’s Size			
XS - 1			
Small - 5			
Medium - 5			
Large - 8			
XL - 8			
2XL - 4			
3XL - 1			
			TOTAL AMOUNT: P58,800.00

2. The concerned office thru the Designated Procurement Officer will inform the supplier for the whole details of the delivery at least 1 – 2 days before the event to provide the order as per approved Delivery Order Contract and Order List.

3. The supplier must be open for any changes and cancellation of orders for the unforeseen circumstances.

4. The supplier must be compliant with the IATF Health and Safety Protocols.

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5. The Supplier must follow the procurement, delivery and inspection procedure set by the City Government of San Fernando, Pampanga for procured good and services.

Deliverables by the Supplier and City Government

The deliverables of the supplier shall be as follows:

- a. Provide the quantity of the **T-shirts** 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 i.e., 15 days after delivery regardless if the delivery is per month or Ordering Agreement.
- b. End- user shall monitor the delivery and completeness of requirements and documents to avoid delays.
- 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:

C. Estolano

Charlotte Estolano
Procurement Officer

Noted by:

Ana Marie S. Medina
Ana Marie S. Medina
Administrative Officer IV

Conforme:

Signature Above 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.