



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 during the Updating of the Community-based Tourism Development Plan 2022-2025 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 : **Jun 30, 2023**

Address _____ PR No. : **2023-04-01049**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Friday, July 7, 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 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	50	pax	-Function Room Usage -1 LCD Projector and white screen -Sound system -Free flowing juice and coffee 2 Days Event Meals for 50pax AM Snacks - Special Sandwich and Drinks Lunch - Steamed Rice, Soup, 3 Viands, Dessert, Drinks PM Snacks - Pasta and Drinks			
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 RENTAL OF VENUE WITH MEALS TO BE USED DURING THE UPDATING OF THE COMMUNITY-BASED TOURISM DEVELOPMENT PLAN 2022-2025 IN THE CITY OF SAN FERNANDO, PAMPANGA FOR 2023

I. BACKGROUND

The City of San Fernando, Pampanga's Community-based Tourism Development Plan was crafted to streamline its tourism development efforts through a multi-year Tourism Development Plan. It identified priorities in tourism development and formulate action plans for each sector involved.

Moreover, the plan aimed to be appreciated by all sectors, to ensure that tourism development is a communal and multi-sectoral activity which is why the community-based tourism approach was adapted with sustainability in mind.

The UNWTO defines sustainable tourism as "tourism that takes full account of its current and future economic, social and environmental impacts, addressing the needs of visitors, the industry, the environment and host communities". Over the past decades, the international tourism community has witnessed the consequences of fast and volume-based tourism development.

Often, the host community experiences minimal benefits but is also left to deal with the problems that result from unsustainable practices. Community empowerment through inclusive planning, implementation and monitoring ensures that the welfare of Fernandinos is the main priority in tourism development.

There is an inherent need to review and revisit the plan on a regular basis to adapt to the changing times. Participatory assessment of the plan will be conducted to assess and evaluate the plan and its on-going implementation.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the Contract of Service for the Rental of Venue with Meals to be used during the Updating of the Community-based Tourism Development Plan 2022-2025 in the City of San Fernando, Pampanga for 2023 is included in the PPMP with Ref. No. 2023-278 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **EIGHTY THOUSAND PESOS (P80,000.00)**.

III. OBJECTIVES

The objectives of the Contract of Service for the Rental of Venue with Meals to be used during the Updating of the Community-based Tourism Development Plan 2022-2025 in the City of San Fernando, Pampanga for 2023 are as follows:

- To formulate programs and recommendations to develop local tourism facilities and attractions, attract investors, support local arts and cultivate cultural growth, and preserve heritage, in close coordination with the City Tourism Office, tapping local resources and funds;
- To revisit the Tourism Development Plan 2022-2025

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
50	Pax	-Function Room Usage -1 LCD Projector & white screen -Sound system -Free flowing juice and coffee -2 Days Event -Meals for 50pax <u>AM Snacks</u> - Special Sandwich and Drinks <u>Lunch</u> - Steamed Rice, Soup, 3 Viands, Dessert, Drinks <u>PM Snacks</u> - Pasta and Drinks	July 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 June 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:


Bernadette A. Tapnio
Administrative Officer II

Approved by:

Ma. Lourdes Carmella Jade Pangilinan
City Tourism 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.