



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 Stage Decorations and LED Wall to be used during the Kayabe Ka King Aldo ning Kekang Kebaitan Kayantabe ning Kekang Pamilyang Pakamalan in the City of San Fernando, Pampanga**

Location of the Project : **City Social Welfare and Development Office**

Company Name

Date : **Aug 24, 2023**

PR No. : **2023-08-01955**

Address

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Thursday, August 31, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga**.

Canvassed by:

Approved by:

Jannelle D.A. Tungcab

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	1	service(s)	Stage Decoration Theme: Kids Party (Zoo) Even essentials, elements and inclusive: Set up & styling -Balloon stage design to match the set up pf the theme -Fifty (50) pieces table centerpieces with animal designs *All styling elements must be cohesive to the theme and nature of the event LED Digital Wall -1 set of 9x12 ft. LED Wall -1 unit v8 video mixer & scanner -1 lot audio video cables -1 unit 4 channel audio mixer			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
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 STAGE DECORATION AND LED WALL TO BE USED DURING THE KAYABE KA KING ALDO NING KEKANG KEBAITAN NING KEKANG PAMILYANG PAKAMALAN IN THE CITY OF SAN FERNANDO, PAMPANGA

I.BACKGROUND

The Local Council for the Protection of Children (LCPC) as a local and community-based institution can be valuable and strategic mechanisms for the efficient and effective implementation of policies, programs and projects on all the major areas of concern for children, thus, guidance and support must be provided to all stakeholders so that LCPCs can be strengthened and their full potential can be harnessed.

Pursuant to the City Ordinance No. 2011-015 known as "The Comprehensive Welfare Code for the Children of the City of San Fernando, Pampanga", the Local Council for the Protection of Children (LCPC) was institutionalized to promote, develop and protect the children's physical, moral, spiritual, intellectual and social well-being and shall insist patriotism and nationalism, and encourage their own involvement in public and civic affairs in communities where they live and the city in general, hence a support system to ensure attainment of the policies espoused by the City.

The Department of Interior and Local Government thru its Memorandum Circular 2021-039 states mandate all LCPC to conduct advocacy activities on the promotion and protection of the rights and welfare of children including the development of information, education and advocacy materials. LCPC are also mandated to conduct capability-building activities for all stakeholders on children including in the barangay level. The LCPC as a committee responsible in planning and spearheading programs for the children at the local level with the end view of making the locality child friendly has a crucial role in the protection of children in every local government, hence, heightened that the LCPC shall be strengthen as the primary agency to coordinate and assist the LGUs in the formulation of a comprehensive plan on juvenile delinquency prevention and to oversee its proper implementation. The main objective of the capacity building and training activities is to create, enhance and develop constituents' capacity at country level to design, implement and supervise social protection and social security schemes.

II.BUDGETARY REQUIREMENT

The budgetary requirement for Contract Of Service For The Stage Decoration And Led Wall To Be Used During The Kayabe Ka King Aldo Ning Kekang Kebaitan Ning Kekang Pamilyang Pakamalan In The City Of San Fernando, Pampanga is included in the PPMP with Ref. No. 2023-2082 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of SIXTY THOUSAND (P 60,000.00).

III.OBJECTIVES

The main objective of the capacity building and training activities is to create, enhance and develop council members' capacity to design, implement and supervise child welfare programs

IV. TERMS AND CONDITIONS

During the procurement process and delivery/ implementation of the contract thru ordering agreement schedule, the end- user and the supplier/ contractor shall:

a. Specifications/ Schedule of Requirements

Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
1	service(s)	Stage Decoration Theme: Kids Party (Zoo) Even essentials, elements and inclusive: Set-up & styling -Baloon stage design to match the set up of the theme -Fifty pieces table centerpieces with animal designs All styling elements must be cohesive to the theme and nature of the event LED Digital Wall -1 set of 9x12ft. LED Wall -1 unit v8 video mixer and scanner -1 lot audio video cables -1 unit 4 channel audio mixer	November 2023	On-Site, Mini Convention, Heroes Hall, 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/ contractor.
3. If the procurement process reaches the ensuing year, observe that the allowed transaction 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 to supply the requirements upon issuance of DOC.
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)/ Delivery Order Contract (DOC), No Delivery" Policy and comply with the delivery period.

2. The Delivery Period shall be from November 2023, and the contract shall end by the end of November 2023. By the end of the contract, the end- user can no longer prepare Order List and no DOC will be issued for the purpose.
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.

d. Inspection and Acceptance

1. The End-user shall inform CGSO-PSMD of the delivery for the latter to conduct inspection prior to the acceptance of the former.

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

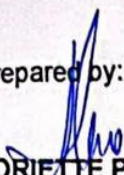
The deliverables of the supplier/ contractor shall be as follows:

- a. Provide the quantity of the stage decoration and Led Wall being required by the project/ program; and
- b. Strictly follow the specifications and timely provision of requirements based on the delivery schedule.

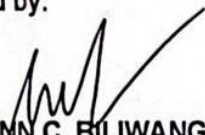
The deliverables of the City Government shall be as follows:

- a. On- time payment of the supplier/ contractor i.e., 15 days after the delivery.
- b. End- user shall monitor the delivery.
- c. The Procurement Officer shall assist in the monitoring and on- time payment of the supplier/ contractor.
- 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:


LORIETTE P. LERO
PDO I

Approved by:


MARY ANN C. BILIWANG
Acting CSWD Officer/End-User

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.