



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 Plaques to be used during the GLF 2023 Inter-Competitions in the City of San Fernando, Pampanga on November 2023**
Location of the Project : **City Tourism and Investment Promotions Office - Tourism And Heritage Division**

Company Name _____ Date : **Oct 27, 2023**
PR No. : **2023-10-02578**
Address _____

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Friday, November 3, 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
Inter-School Competition						
1	12	pc(s)	Plaques for Winners 9" x 4" Material: Volcanic Ash with plate			
Inter-Government Agency						
2	16	pc(s)	Plaques for Winners 9" x 4" Material: Volcanic Ash with plate			
Inter-Village Christmas Decor Competition						
3	3	pc(s)	Plaques for Winners 9" x 4" Material: Volcanic Ash with plate			
4	5	pc(s)	Plaques for Special Awards 9" x 4"			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
			Material: Volcanic Ash with plate			
Inter-Commercial Establishment Christmas Decor Competition						
5	3	pc(s)	Plaques for Winners 9" x 4" Material: Volcanic Ash with plate			
6	3	pc(s)	Plaques for Winners 9" x 4" Material: Volcanic Ash with plate			
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

SUPPLY AND DELIVERY OF PLAQUES TO BE USED DURING THE GLF 2023 INTER-COMPETITIONS IN THE CITY OF SAN FERNANDO, PAMPANGA IN NOVEMBER 2023

I. BACKGROUND

The City of San Fernando, Pampanga will be celebrating the 115th year of giant lantern making. Through the years, the City has built a solid reputation as home of the best craftsmen, the finest lanterns and the biggest Christmas event in the country, the Giant Lantern Festival. The Festival, which runs an average of 10 to 15 days attracts thousands of local and international visitors across the globe with the lanterns being exhibited in different public spaces in the City and nearby municipalities and cities.

The Festival has always been multi-sectoral in nature. Through the years, various sectors of the community have been included in the celebration. In recent years, schools, national government agencies, homeowners' associations, travel operators and guides, and business establishments have become involved in the festivities through various competitions and activities. The competitions inspire creativity and resourcefulness by utilizing recycled and indigenous materials.

The Inter-school Lantern Parade, Inter-Government Agency, Inter-Village and Inter-Commercial Establishment Christmas Décor Competitions will be held on November to pave the way for the Christmas celebrations in the City. These activities also promote camaraderie among the schools, government agencies, private subdivisions/ villages and commercial establishments in making the City more festive through decorations and parades while developing a sense of pride and understanding for the City's lantern tradition.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply and Delivery of Plaques to be used during the GLF 2023 Inter-Competitions in the City of San Fernando, Pampanga in November 2023 is included in the PPMP with Ref. No. 2023-3318 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **EIGHTY FOUR THOUSAND PESOS (PHP 84,000.00)**.

III. OBJECTIVES

The objectives of the Supply and Delivery of Plaques to be used during the GLF 2023 Inter-Competitions in the City of San Fernando, Pampanga in November 2023 are as follows:

1. To cultivate sense of ownership among schools, private subdivisions/ villages, commercial establishments and government agencies of the City's Traditions and heritage
2. To recognize the efforts, participation and achievement of participants
3. To strengthen the "Bayanihan Spirit" in the community
4. To showcase the Kapampangan ingenuity and creativity

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	Competition	Delivery Date	Location
12	pcs	Plaques for Winners 9" x 4" Material: Volcanic Ash With plate	Inter-School Competition	November 2023	CGSO Central Storage
16	pcs	Plaques for Winners 9" x 4" Material: Volcanic Ash with plate	Inter- Government Agency	November 2023	CGSO Central Storage
3	pcs	Plaques for Winners 9" x 4" Material: Volcanic Ash with plate	Inter-Village Christmas Decor Competition	November 2023	CGSO Central Storage
5	pcs	Plaques for Special Awards 9" x 4" Material: Volcanic Ash with plate	Inter-Village Christmas Decor Competition	November 2023	CGSO Central Storage
3	pcs	Plaques for Winners 9" x 4" Material: Volcanic Ash with plate	Inter- Commercial Establishment Christmas Decor Competition	November 2023	CGSO Central Storage
3	pcs	Plaques for Winners 9" x 4" Material: Volcanic Ash with plate	Inter- Commercial Establishment Christmas Decor Competition	November 2023	CGSO Central Storage
42	pcs	Total			

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 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 November 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.

d. **Inspection and Acceptance**

1. The CGSO-PSMD shall inspect and accept the delivery.
2. The supplier shall present the PO and issue Sales Invoice.
3. The CGSO-PSMD shall prepare the corresponding Inspection and Acceptance Reports.

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 plaques 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. (Please refer to the payment schedule)
- b. End- user shall monitor the transaction.
- 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:


Karen C. Aquino
Procurement Officer

Approved by:


Ma. Lourdes Carmella Jade D. Pangilinan
Head - CTIPO

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.