



REQUEST FOR QUOTATION

(FM-CSFP-CGSO-39; Revision No.03; 04/01/2022)



Project Title : **Supply and Delivery of Lantern Plaques for Judges, Chairperson and Major Sponsors to be used during the GLF 2023 in the City of San Fernando, Pampanga**

Location of the Project : **City Tourism and Investment Promotions Office - Tourism And Heritage Division**

	Date :	Nov 7, 2023
Company Name	PR No. :	2023-11-02681
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, November 13, 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
Programs, Awards and Prizes Committee						
1	25	pc(s)	Plaques of Recognition Material: Capiz Size: 10inches x 6inches Dual-color Base: Wood Inclusion: Personalized nameplate (with texts and logos and bulb			
Judges Committee						
2	7	pc(s)	Plaques of Recognition Material: Capiz Size: 10inches x 6inches Multi-color Base: Wood Inclusion: Personalized nameplate (with texts and logos and bulb			
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 LANTERN PLAQUES FOR JUDGES, CHAIRPERSON AND MAJOR SPONSORS TO BE USED DURING THE GLF 2023 IN THE CITY OF SAN FERNANDO, PAMPANGA IN DECEMBER 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 for 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.

Furthermore, lantern making is deeply-rooted and embedded in Fernandino culture. It is a part of life in the City, uniting the community and inspiring creativity. The tradition also reflects important Fernandino values in its execution—perseverance in pursuing excellence, innovativeness and artistic imagination, bold ambition, and solidarity. It captures and translates the essence of Fernandino identity and positions the San Fernando in the global stage as a world-class City.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply and Delivery of Lantern Plaques for Judges, Chairperson and Major Sponsors to be used during the GLF 2023 in the City of San Fernando, Pampanga in December 2023 is included in the PPMP with Ref. No. 2023-3433 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of FIFTY FOUR THOUSAND PESOS (P54,000.00).

III. OBJECTIVES

The objectives of the Supply and Delivery of Lantern Plaques for Judges, Chairperson and Major Sponsors to be used during the GLF 2023 in the City of San Fernando, Pampanga in December 2023 are as follows:

- Strengthen partnership with Private Sector partners.
- Provide appreciation to the judges, chairperson and major sponsors

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
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7	pcs	Plaque of Recognition Material: Capiz Size: 10inches x 6 inches Multi-color Base: Wood Inclusion: Personalized nameplate (with texts and logos), and bulb	December 2023	On-site
25	pcs	Plaque of Recognition Material: Capiz Size: 10inches x 6 inches Dual colors Base: Wood Inclusion: Personalized nameplate (with texts and logos), and bulb	December 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 Delivery Period shall be on December 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 End- user shall inform the CGSO- PSMD of the delivery for the latter to conduct inspection prior to the acceptance of the former.
2. The supplier/ contractor through the end- user, shall issue delivery receipt or sales invoice to the CGSO- PSMD.

Such documents will be used in notifying the concerned offices on the transaction 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 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 D. Pangilinan
City Tourism Officer

CONFORME:

Signature over Printed Name

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.