



Office of the Bids and Awards Committee  
**REQUEST FOR QUOTATION**  
(FM-CSFP-CGSO-39; Revision No.03; 04/01/2022)

Project Title : **Supply, Delivery and Installation of Recreational and Park Fitness & Exercise Outdoor Equipment for the Improvement of Giant Lantern and Tourist Information Center Park in the City of San Fernando, Pampanga**  
Location of the Project : **City Tourism and Investment Promotions Office - Tourism And Heritage Division**

Company Name \_\_\_\_\_ Date : **Nov 16, 2023**  
PR No. : **2023-11-02751**  
Address \_\_\_\_\_

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Tuesday, November 21, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga**.

Canvassed by:

Approved by:

Joan D. Gutierrez

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
<b>Recreational Equipment Playground Set for kids</b>						
1	1	pc(s)	-Slide (10.36m x 7.72m)			
2	1	pc(s)	-Seesaw (2.31m x 5.46m)			
3	1	pc(s)	-Monkeybar (7ft x 8ft)			
4	1	pc(s)	-Swing 2 capacity (8.0m x 4.65m)			
5	1	pc(s)	-Rounabout (5.66m x 5.66m)			
<b>Park Fitness &amp; Exercise Outdoor Equipment</b>						
6	1	pc(s)	-Cross Trainer (56.4 x 13.2 x 63.3 inch)			
7	1	pc(s)	-Sky walker (1.75ft x 3ft)			
8	1	pc(s)	-Triple Twister (1409 x 1250 x 1246mm)			
9	1	pc(s)	-Arm Wheel (650 x 900 x 1900mm)			
10	1	pc(s)	-Cycle (L 105cm x W 51cm x H 125cm)			
11	1	pc(s)	-Leg press (L 127cm x W 53cm x H 195cm)			
<b>Total Amount:</b>						

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, DELIVERY AND INSTALLATION OF RECREATIONAL AND PARK FITNESS & EXERCISE OUTDOOR EQUIPMENT FOR THE IMPROVEMENT OF GIANT LANTERN AND TOURIST INFORMATION CENTER PARK IN THE CITY OF SAN FERNANDO, PAMPANGA IN 2023

#### I. BACKGROUND

In recognition of the need to create among the people a consciousness of the rich culture and tradition, the City of San Fernando aims to create a Christmas Capital Park where Fernandinos and other tourist feel the Christmas vibes for the entire year. Some local souvenir shops, pasalubong stalls were also displayed in the area.

It is on this note that the City Government of San Fernando ought to continue to promote the city by having a whole year Christmas themed park which will be open for Fernandinos and tourist.

#### II. BUDGETARY REQUIREMENT

The Budgetary Requirement to be used for the Supply, Delivery and Installation of Recreational and Park Fitness & Exercise Outdoor Equipment for the Improvement of Giant Lantern and Tourist Information Center Park in the City of San Fernando, Pampanga in 2023 is included in the PPMP with Ref No. 2023-3376 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of TWO HUNDRED FIFTY THOUSAND PESOS (P250,000.00).

#### III. OBJECTIVES

- To attract tourist and local Kapampangans to visit the Home of the Giant Lanterns and recognize the City of San Fernando as Christmas Capital of the Philippines.
- To have a display of our lanterns and other related Christmas activities or attraction the whole year around at Giant Lantern Tourist and Information Center.
- To provide activity area for Fernandino Families by making them more active and improving their overall health through the establishment of the Giant Lantern and Tourist Information Center Park.

#### 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	Unit price per equipment	Delivery Date	Location
1	Set	Recreational Equipments Playground Set for kids <ul style="list-style-type: none"><li>o Slide (10.36m x 7.72m)</li><li>o Seesaw (2.31m x 5.46m)</li><li>o Monkeybar (7ft x 8ft)</li><li>o Swing 2 capacity (8.0m x 4.65m)</li><li>o Roundabout (5.66m x 5.66m)</li></ul>	P30,000 P25,000 P30,000 P30,000 P30,000	November - December 2023	City of San Fernando, Pampanga
1	Set	Park Fitness & Exercise Outdoor Equipments <ul style="list-style-type: none"><li>o Cross Trainer (56.4 x 13.2 x 63.3 inch)</li><li>o Sky Walker (1.75 ft x 3 ft)</li><li>o Triple Twister (1409x1250x1246mm)</li><li>o Arm Wheel (650x 900 x 1900 mm)</li><li>o Cycle (L105cm x W 51cm x H 125cm)</li></ul>	P14,000 P21,000 P22,000 P10,000 P22,000	November - December 2023	City of San Fernando, Pampanga

		o Leg press (L 127 cm x W 53 cm x H 195 cm)	P16,000		
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**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 ~~November-~~ 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.
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 equipment and to immediately notify the supplier/ contractor in case of any concerns before the acceptance.

**d. Inspection and Acceptance**

The End- user shall accept the delivery with the (1) delivery receipts, and submit immediately to the Inspector or CGSO- PSMD.

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 and specifications of recreational and park fitness & exercise outdoor equipment 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.
- d. Installation of the equipments and provide maintenance and warranty of the equipments for one (1) year.

The deliverables of the City Government shall be as follows:

- a. To coordinate and process the requirement of the supplier/contractor;
- b. The Procurement Officer shall assist in the monitoring, delivery and on- time payment of the supplier.
- c. Provide necessary and readily- available documents such as during the conduct of post- audit.
- d. Evaluate the performance of the supplier/ contractor and in case there is a violation to the Contract/ Agreement, prepare a Verified Report.

Prepared by:







  
**James Allen M. Santiago**  
Administrative Assistant II



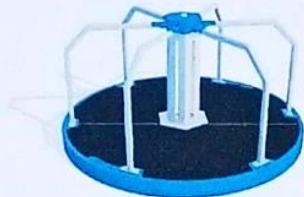


Approved by:

  
**Ma. Lourdes Carnella Jade Pangilinan**  
City Tourism Officer

<b>CONFORME:</b>
_____ <b>Signature over Printed Name</b>
_____ <b>Date</b>

**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.**

ITEM NAME	PICTURE	DIMENSION
Cross Trainer		56.4 x 13.2 x 63.3 inch
Skywalker		1.75 ft x 3 ft
Triple Twister		1409x1250x1246mm
Arm Wheel		650x900x1900 mm
Cycle		L x W x H: 1017x499x1228
Leg press		Length: 127 cm x Width: 53 cm x Height: 195 cm

<p>Slide</p>		<p>Length and Width: (10.36 m x 7.72 m)</p>
<p>Swing</p>		<p>Length and Width: 26'-3" x 15'-3" (8.0 m x 4.65 m)</p>
<p>Round About</p>		<p>Length and Width: 18'-7" x 18'-7" (5.66 m x 5.66 m)</p>
<p>Seesaw</p>		<p>Length and Width: 7'-7" x 17'-11" (2.31 m x 5.46 m)</p>
<p>Monkey Bars</p>		<p>Length and Width: 7ft x 8ft 7x7 feet</p>