



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 Physical Arrangement to be used for the PRAISE Awarding on November 2023 in the City of San Fernando, Pampanga**  
Location of the Project : **City Human Resource Management Office**

\_\_\_\_\_  
Company Name  
Date : **Nov 15, 2023**  
PR No. : **2023-11-02757**  
\_\_\_\_\_  
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 20, 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 |
|----------------------|-----|------------|---|---------|------------|-------|
| 1                    | 1   | package(s) | ● Entrance Arch<br>● Photowall<br>● Stage design<br>● Centerpiece design for 35 tables<br>(10pax/table) |         |            |       |
| <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

### CONTRACT OF SERVICE FOR THE PHYSICAL ARRANGEMENT TO BE USED FOR THE PRAISE AWARDING ON NOVEMBER 2023 IN THE CITY OF SAN FERNANDO, PAMPANGA

#### I. BACKGROUND

Employee incentive programs are a very powerful initiative where employees can understand the connection between their performance and their rewards. One of these is the Program on Awards and Incentives for Service Excellence (PRAISE) which aims to encourage, recognize and reward employees, individually and in groups, for their suggestions, innovative ideas, inventions, discoveries, superior accomplishments, heroic deeds, exemplary behavior, extraordinary acts or services in the public interest and other personal efforts which contribute to the efficiency, economy and improvement in government operations, leading to organizational productivity as well as highlight the value of loyalty and dependability which are identified traits of Fernandinos. The City Government has long established its PRAISE towards the aim of promoting holistic Rewards and Recognition Programs for all its personnel and to continuously provide incentive programs to motivate and encourage its employees to be more effective and efficient in performing their respective duties.

In living up with one of the City Government's 10 Point Platform of Good Governance wherein the City Government continuously provides holistic human resource rewards and recognition programs to motivate and encourage its employees to be more effective and efficient in performing their respective duties, the conduct of the PRAISE Awards is hereby proposed

#### BUDGETARY REQUIREMENT

The Budgetary Requirement for the provision of Physical Arrangement during the ***PRAISE Awarding Ceremony*** shall be charged to the City Human Resource Management Office Fund PPMP with Ref. No. 2023-1064 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of One Hundred Twenty Thousand Pesos (P120,000.00)

#### II. OBJECTIVE

The provision of Physical Arrangement during the PRAISE Awarding Ceremony in the City Government of San Fernando is in compliance with the existing laws and regulations set by the Civil Service Commission MC 6, s. 2002. This initiative shall be implemented by the City Human Resource Management Office in the City of San Fernando, Pampanga.

### III. TERMS AND CONDITIONS

During the procurement process and delivery/ implementation of the contract, the end- user and the supplier/ contractor shall follow the product specification below:

a. Specifications/ Schedule of Requirements

| Qty. | Unit | Item Description/<br>Specifications   | Delivery Date    | Location                                  |
|------|------|---|------------------|---|
| 1    | Unit | Physical Arrangement<br>Services during the PRAISE<br>Awarding Ceremony<br><br>Details: <ul style="list-style-type: none"><li>• Entrance arch</li><li>• Photowall</li><li>• Stage Design</li><li>• Centerpiece design<br/>for 35 tables<br/>(10pax/table)</li></ul> | November 23,2023 | Mini-Convention<br>Center,<br>Heroes Hall |

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 date shall be on November 23, 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.
7. Supplier/Contractor shall rigorously and strictly observe the Data Privacy act in the handling of the personal data provided by the City Government Employees.
8. All files, documents, layouts, pictures and resources related to the printing of ARTA IDs is owned by the City Government of San Fernando. Therefore, the supplier/contractor cannot print, reproduce and use all files from the City Government of San Fernando, Pampanga without permission, directives and instructions from the authorized employee/representative of the City Government (City Human Resource Management Office).

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**

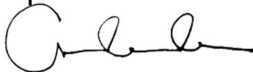
The deliverables of the supplier/ contractor shall be as follows:

- a. Provide the exact quality and quantity of physical arrangement set-up 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 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 and submitted by:



Laurence Andrade  
Procurement Officer- CHRMO

Approved by:



Gian Carlo R. Angeles  
Acting CHRM Officer

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.