



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 Curatorial Materials for the Paskuhan Village Museum Phase III 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 17, 2023**  
PR No. : **2023-11-02786**  
Address \_\_\_\_\_

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Wednesday, November 22, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga.**

Canvassed by: \_\_\_\_\_ Approved by: \_\_\_\_\_

John Ranchzel P. Pangilinan

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>Physical Structure - Hanging Provisions</b>						
1	1	set(s)	Metal Pegboard Panel- white coated (72" x 72")			
2	1	pc(s)	Reprint Title Block- Exhibit (Re-layout and reprint as one whole board) 48" x 72" Laminated sticker on versa board			
3	4	pc(s)	Reprint GL Exhibit Panels (Re-Layout and Print Compress display into 4 panels) 24" x 72" Laminated sticker on versa board			
4	20	pc(s)	Exhibit Text (Description/ Discussion of Displayed Items) 24" x 24" Laminated sticker on versa board			
5	20	pc(s)	Short Captions (Description/ Discussion of Displayed Items) 5" x 8" Laminated sticker on versa board			
<b>Display Systems</b>						
6	1	unit(s)	Acrylic Display - Shelves with acrylic slots for shelf 36" x 36"			
7	8	unit(s)	Acrylic Risers Acrylic Plastic Construction 10" x 10" x 4"			
<b>Installation Materials</b>						
8	8	set(s)	Wall Display System/ Metal Frame			
9	100	pc(s)	2" L-Hooks and Eye (Hook mounts of Artworks Display)			
10	100	pc(s)	2" Hook (for Hanging Displays on Pegboard)			
11	1	package(s)	Installation			



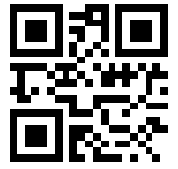
Republic of the Philippines  
Province of Pampanga

**City of San Fernando**

**Office of the Bids and Awards Committee**

# **REQUEST FOR QUOTATION**

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<b>Item No.</b>	<b>Qty</b>	<b>Unit</b>	<b>Item Description</b>	<b>Remarks</b>	<b>Unit Price</b>	<b>Total</b>
12	1	package(s)	Frosting for Glass Wall Panels			
<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 THE CURATORIAL MATERIALS FOR THE PASKUHAN VILLAGE MUSEUM PHASE III IN THE CITY OF SAN FERNANDO, PAMPANGA IN 2023

#### I. BACKGROUND

The City of San Fernando, Pampanga is home to several Festivals, most notably the Giant Lantern Festival which draws thousands of tourists every year, and giving birth to an iconic local industry.

The Festival, locally known as the *Ligligan Parul*, is an inter-barangay showdown of 20ft lanterns that are manually operated and crafted. Tracing its roots to the *Lubenas*, a nine-day procession of saints accompanied by lanterns during the Christmas season, the Festival showcases Fernandino creativity and values and is a pride of the Kapampangans eagerly awaited here and abroad.

A world-renowned affair, the City envisions the Giant Lantern Festival to become the backbone for an international light festival that will serve as a world-class platform for cultural exchange, industry promotion, enhancement of diplomatic relations and advocacy awareness.

Today, the City of San Fernando prides itself as the "Home of the Giant Lanterns" and remains the leading and reputable name in lantern making.

As part of the city's plan to establish a museum devoted to exploring the rich lantern heritage of the city, the third phase of the Giant Lantern Center will be executed by the production of the 3<sup>rd</sup> batch of the exhibit.

#### II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply, Delivery and Installation of Curatorial Materials for the Paskuhan Village Museum Phase III of the City of San Fernando, Pampanga for 2023 is included in **PPMP with Ref. 2023-530**, which is in the amount of **FOUR HUNDRED NINETY NINE THOUSAND NINE HUNDRED NINETY N PESOS (P 499,990.00)**.

#### III. OBJECTIVES

- To produce the third batch of exhibit materials for the Giant Lantern Center

#### 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
1	Set	Metal Pegboard Panel- White Coated (72"x72")	November 2023	CGSO Storage, New Public Markert, Del Pilar, CSFP
1	Pc	Reprint Title Block- Exhibit (Re-Layout and reprint as onewhole board) 48"x72" Laminated sticker on versa board	November 2023	CGSO Storage, New Public Markert, Del Pilar, CSFP Office-

4	Pcs	Reprint GL Exhibit Panels (Re-Layout and Print Compress display into 4 panels) 24"x72" Laminated sticker on versa board	November 2023	CGSO Storage, New Public Markert, Del Pilar, CSFP Office-
20	Pcs	Exhibit Text (Description/Discussion of Displayed Items) 24"x24" Laminated sticker on versa board	November 2023	CGSO Storage, New Public Markert, Del Pilar, CSFP Office-
20	Pcs	Short Captions (Description/Discussion of Displayed Items) 5"x8" Laminated sticker on versa board	November 2023	CGSO Storage, New Public Markert, Del Pilar, CSFP Office-
1	Unit	Acrylic Display – Shelves with acrylic slots for shelf 36"x36"	November 2023	CGSO Storage, New Public Markert, Del Pilar, CSFP Office-
8	Unit	Acrylic Risers Acrylic Plastic construction 10"x10"x4"	November 2023	CGSO Storage, New Public Markert, Del Pilar, CSFP Office-
8	Set	Wall Display System/Metal Frame	November 2023	CGSO Storage, New Public Markert, Del Pilar, CSFP Office-
100	Pcs	2"L-Hooks and Eye (Hook mounts of Artworks Display)	November 2023	CGSO Storage, New Public Markert, Del Pilar, CSFP Office-
100	Pcs	2" Hook (for Hanging Displays on Pegboard)	November 2023	CGSO Storage, New Public Markert, Del Pilar, CSFP Office-
1	Package	Installation	November 2023	CGSO Storage, New Public Markert, Del Pilar, CSFP Office-
1	Package	Frosting for Glass Wall Panels	November 2023	CGSO Storage, New Public Markert, Del Pilar, CSFP Office-

**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 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 uniforms
7. and to immediately notify the supplier/ contractor in case of any concerns before the acceptance.

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 materials 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/design requirements of the project.
- d. Installation process of the curatorial materials

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 and submitted by:

  
**Elwin Arl Serrano**  
Project Manager

Noted by:

**Ma. Lourdes Carmella Jade Pangilinan**  
City Tourism and Investment Promotions 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.