



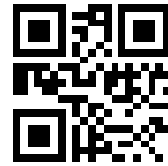
Republic of the Philippines
Province of Pampanga

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 6ft Giant Lantern and Capiz Lanterns to be used for the Lantern Project in Honalulu, Hawaii for 2023**
Location of the Project : **City Tourism and Investment Promotions Office - Tourism And Heritage Division**

Company Name _____ Date : **Dec 14, 2023**
PR No. : **2023-12-02938**
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, December 18, 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	5	pc(s)	6ft giant lantern (vinyl plastic) Voltage: 120V supply voltage Colors: Multicolor Lanterns must be bubble wrapped and placed in crates. Note: Lighting system to be used for the lanterns should be durable/ long-lasting, as well as guaranteed safe. Extra bulbs must be provided.			
2	13	pc(s)	24" Special Capiz lanterns Voltage: 120V supply voltage Colors: Multicolor Lanterns must be bubble wrapped Note: Lighting System to be used for the lanterns should be durable / long-lasting, as well as guaranteed safe. Extra bulbs must be provided.			
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 6FT GIANT LANTERN AND CAPIZ LANTERNS TO BE USED FOR THE LANTERN PROJECT IN HONOLULU, HAWAII IN THE CITY OF SAN FERNANDO, PAMPANGA IN 2023

I. BACKGROUND

In a bid to make the holidays more festive and infused with the Filipino spirit, the Consulate in Honolulu, Hawaii is embarking on an activity that would showcase the Philippine parol. The project would highlight as well the ingenuity and creativity of the lantern makers of the City of San Fernando, Pampanga.

The proposed event of the consulate will involve the display of lanterns on December.

Hawaii is home to approximately 300,000 people of Filipino descent, comprising about 20% of the state's population. It is the embassy's earnest desire to bring a sense of home, belonging, and cultural pride to our *kabahayans* by highlighting some of our holiday traditions in the Philippines, including the *parol*.

With this, the City Government of San Fernando, Pampanga, deems it appropriate to showcase our world-renowned lanterns in Honolulu, Hawaii, to attract more visitors and aid in the possibility of a more economic activity for the City of San Fernando, Pampanga.

This will also realize the city's vision that the Giant Lantern Festival 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.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply And Delivery of 6ft Giant Lantern and Capiz Lanterns to be used for the lantern project in Honolulu, Hawaii in the City of San Fernando, Pampanga in 2023 is included in the PPMP with Ref. No. 2023-3451 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **ONE HUNDRED THIRTY-ONE THOUSAND FIVE HUNDRED PESOS (P131, 500.00)**.

III. OBJECTIVES

The objectives of the Lantern Project in Honolulu, Hawaii, are as follows:

- To develop ownership and pride of place of the Fernandino community as the Home of the Giant Lanterns.
- To encourage community participation and bolster the continuous practice of Fernandino values.
- To promote Fernandino artistry and ingenuity
- To foster collaboration with the Philippine Embassy in Honolulu, Hawaii

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
5	pcs	6ft giant lantern (vinyl plastic) Voltage: 120V supply voltage Colors: Multicolor Lanterns must be bubble wrapped and placed in crates. Note: Lighting system to be used for the lanterns should be durable / long-lasting, as well as guaranteed safe. Extra bulbs must be provided.	DECEMBER 2023	On-site
13	pcs	24" special capiz lanterns Voltage: 120V supply voltage Colors: Multicolor Lanterns must be bubble wrapped. Note: Lighting system to be used for the lanterns should be durable / long-lasting, as well as guaranteed safe. Extra bulbs must be provided.	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 accept the delivery with the (1) delivery receipt, 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

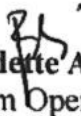
The deliverables of the supplier/ contractor shall be as follows:

- a. Provide the quantity of lanterns 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.

Prepared and submitted by:


Bernadette A. Tapnio
Tourism Operations Officer II

Noted by:


Ma. Lourdes Carmella Jade D. Pangilinan
City Tourism Officer

CONFORME:

Signature over Printed Name

Date

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.