



Republic of the Philippines  
Province of Pampanga  
City of San Fernando

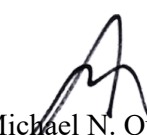


Office of the Bids and Awards Committee  
**REQUEST FOR QUOTATION**  
(FM-CSFP-CGSO-39; Revision No.03; 04/01/2022)

Project Title : **Supply and Delivery of Training Kits to be used during the Revisiting of the Barangay Tourism Development Plan and Annual Assessment of the Council in the City of San Fernando, Pampanga for the year 2024**  
Location of the Project : **City Tourism and Investment Promotions Office - Tourism And Heritage Division**

Company Name \_\_\_\_\_ Date : **Mar 12, 2024**  
PR No. : **2024-02-00336**  
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, March 19, 2024 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga.**

Canvassed by: \_\_\_\_\_ Approved by:   
**Monalyn M. Aquino**  
**Administrative Aide VI (Buyer II)**  
**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	300	pc(s)	Training Kits  Inclusions: -Regular Canvass/Tote Bag (Fabric) Size: 13.5in (H) x 14in (W) Color: Cream 300 pcs  -Ballpoint Pen Ink: Black Color (Exterior): Red Features: Retractable, Pocket Clip Tip Size: Fine 300pcs  -Kraft Notebook Size: A5 - 210mm (H) X 145mm (W) Cover: Brown Craft Sheets: 80 pcs 300pcs  -Tumbler Size: 500ml Stainless Steel Insulated Tumbler with Handle 300pcs			
<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 AND DELIVERY OF TRAINING KITS TO BE USED DURING THE REVISITING OF THE BARANGAY TOURISM DEVELOPMENT PLAN AND ANNUAL ASSESSMENT OF THE COUNCIL IN THE CITY OF SAN FERNANDO, PAMPANGA IN 2024

#### I. BACKGROUND

Section 37 of the Tourism Code of 2009 states the need to create a Barangay Committee on Tourism to support the city's programs. The City of San Fernando aims to empower the barangays in the promotion of the tourism industry, one of the sources of livelihood of the city.

The barangays are tasked to form their respective tourism councils, which are mandated to adopt programs geared toward tourism promotion. The council shall have the following functions: 1) initiate, organize, source out funds and implement tourism activities within the Barangay during its Barangay Fiesta, and the like; 2) identify, plan, develop and promote tourist spots, activities, delicacies, souvenir and the like to benefit the local stakeholders financially and economically out of the reproduction and sales of the said spots, products, delicacies and souvenirs; 3) present to the City Arts, Culture, and Tourism Council its identified tourist spots, tourism activities, programs and projects.

All of their activities will be coordinated with the City Tourism Office which will provide trainings, seminars and workshops to the council members, provide essential market knowledge to allow barangays to develop pro-tourism strategies and products based on sound market information, and supply governmental capacity to respond to the opportunities provided by tourism development.

As such, the respective Tourism Development Plans of the barangays which were formulated in 2022 will be revisited to adapt to the needs of the changing times.

#### II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply and Delivery of Training Kits to be used during the Revisiting of the Barangay Tourism Development Plan and Annual Assessment of the Council in the City of San Fernando, Pampanga 2024 is included in the PPMP with Ref. No. 2024-1840 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **ONE HUNDRED FIVE THOUSAND PESOS (P 105,000.00)**.

#### III. OBJECTIVES

The objectives of the the Supply and Delivery of Training Kits to be used during the Revisiting of the Barangay Tourism Development Plan and Annual Assessment of the Council in the City of San Fernando, Pampanga 2024 are as follows:

1. To improve community-initiated tourism events and activities which will attract more tourists;
2. To encourage development of community tourism and empower communities through capability building.
3. To highlight the unique culture of each barangay.

**I. 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**

<b>Qty.</b>	<b>Unit</b>	<b>Item Description/ Specifications</b>	<b>Delivery Date</b>	<b>Location</b>
300	pcs	Item: Regular canvass/tote bag (fabric) Size: 13.5 in (H) x 14 in (W) Color: Cream	April 2024	City General Services Office, Motorpool Compound, New Public Market, Brgy. Del Pilar, CSFP
300	pcs	Item: Ballpoint pen Ink: Black Color (exterior): Red Feature: Retractable, Pocket clip Tip size: Fine	April 2024	City General Services Office, Motorpool Compound, New Public Market, Brgy. Del Pilar, CSFP
300	pcs	Item: Kraft Notebook Size: A5 - 210mm (H) x 145mm (W) Cover: Brown craft Sheets: 80 pcs	April 2024	City General Services Office, Motorpool Compound, New Public Market, Brgy. Del Pilar, CSFP
300	pcs	Item: Tumbler Size: 500 ml Stainless-Steel Insulated Tumbler with handle	April 2024	City General Services Office, Motorpool Compound, New Public Market, Brgy. Del Pilar, CSFP

**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 April 2024.

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 CGSO shall accept the delivery with the (1) delivery receipts, and the end-user must submit to the CGSO the utilization sheet where the quantity of the delivery is the same as indicated in the utilization sheet.

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.

**II. DELIVERABLES BY THE SUPPLIER/ CONTRACTOR AND THE CITY GOVERNMENT**

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

- a. Provide the quantity of collaterals 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:

  
**Samantha S. Gopez**,  
Administrative Aide II

Noted by:

  
**Ma. Lourdes Carmella Jade D. Pangilinan**  
City Tourism and Investment Promotion Officer

CONFORME:

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Signature over Printed Name

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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.