



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 LED Wall and Sound System to be used during the Maleldo 2024 in the City of San Fernando, Pampanga on March 2024**

Location of the Project : **City Tourism and Investment Promotions Office - Tourism And Heritage Division**

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

Date : **Mar 21, 2024**

PR No. : **2024-03-00549**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Monday, March 25, 2024 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	lot	Event Package -Mobile Sound System -Consoles and Processors -Microphone, Stands, Cables and Connectors -LED Video Wall (2 sets) with Sound System 2 sets 9ft x 12ft AEROLED P3 LED video wall 2 sets 2ft - 5ft adjustable LEDWALL RISER			
<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 LED WALL AND SOUND SYSTEM AND MOBILE SOUND SYSTEM TO BE USED DURING THE MALELDO 2024 CITY OF SAN FERNANDO, PAMPANGA CRUCIFIXION RITES INTERVENTION – SECURITY & SAFETY, AND MEDIA ON MARCH 2024

#### I. BACKGROUND

The City of San Fernando Crucifixion Rites is one of the most recognized events in the City, awaited annually by local and foreign tourists, and covered by a number of media outfits. The internationally recognized event, most notably in Barangay San Pedro, starts with a street play on Christ's passion/*senakulo* and ends with the nailing on a wooden cross of a local actor in the role of Jesus Christ, and a number of penitents alternately. Barangay San Pedro's "*Via Crucis*", written and staged in 1955, is one of the oldest in the country. Neighboring barangays San Juan ("*Lasa ning Ginu*") and Sta. Lucia also observe and practice similar traditions. The people of the City of San Fernando have come to accept this aspect of folk religion, and embraced it as part of *Fernandino* culture and heritage alongside its devotion to the Catholic faith through the church. Most of those who have come to witness this as part of the pilgrimage, both locals and foreigners, confess to having been renewed by it.

It is due to the magnitude of the aforementioned event and its heritage component that the City Government of San Fernando provides necessary interventions by means of improvements in the crucifixion site, security and traffic, medical assistance, monitoring tourist arrivals and media accreditation and regulation.

#### II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the **Contract Of Service For The Led Wall And Sound System And Mobile Sound System To Be Used During The Maleldo 2024 City Of San Fernando, Pampanga Crucifixion Rites Intervention – Security & Safety, And Media On March 2024** is included in the PPMP with Ref. No. 2024- 1997 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **ONE HUNDRED FIFTY THOUSAND PESOS (P150,000.00)**.

#### III. OBJECTIVES

The objectives of the Contract Of Service For The Led Wall And Sound System And Mobile Sound System To Be Used During The Maleldo 2024 City Of San Fernando, Pampanga Crucifixion Rites Intervention – Security & Safety, And Media On March 2024 are as follows:

- Strengthen partnership with Private Sector partners.
- Ensure the safety, security, and traffic management of the concern viewers.
- Provide enjoyment to all guests without sacrificing any convenience.
- To encourage community participation and bolster the continuous practice of *Fernandino* values.
- To inspire more tourists to visit and appreciate *Fernandino* culture and hospitality.

#### 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
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1	Lot	<b>EVENT PACKAGE</b>  <b>--MOBILE SOUND SYSTEM</b>  <b>--CONSOLES AND PROCESSORS</b>  <b>--MICROPHONE, STANDS, CABLES and CONNECTORS</b>  <b>--LED VIDEO WALL (2 sets) WITH SOUND SYSTEM</b> 2 sets 9ft x 12ft AEROLED P3 LED video wall 2 sets 2ft - 5ft adjustable LEDWALL RISER	Ingress - March 28, 2024  Event Date: March 29, 2024	Brgy. San Pedro, City of San Fernando, Pampanga
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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 to supply the requirements upon issuance of PO/DOC.
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. Supplier must be able to complete ingress and installation at the venue on March 28, 2024 at 4:00 PM. Egress shall be on March 29, 2024 after the event.
3. Coordination with the supplier/contractor shall be the function of the CGSO- PMD as its mandate.

d. Inspection and Acceptance

1. The CGSO-PMD must be present during the activity for inspection of all the equipment and set up of the sound system and LED wall.
2. The supplier/contractor shall issue Billing Statement.
3. The CGSO-PSMD shall prepare the corresponding Inspection and Acceptance Report/s.

Such documents will be used in notifying the concerned offices on the delivery of 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 all the equipment needed and manpower to do the job.
- b. Provide the necessary accommodation and meals for the crew.
- c. Strictly follow the specifications and timely provision of requirements based on the delivery schedule.
- d. Issue billing statement.

- e. Assign a representative who will coordinate and comply with all the documentary requirements of the project.

The deliverables of the City Government shall be as follows:

- a. On- time payment of the supplier/ contractor i.e., 15 days after delivery.
- b. End- user shall monitor the delivery.
- 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 by:

  
**April T. Tan**  
Administrative Aide II<sup>as</sup>

Approved by:

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